

**JOB DESCRIPTION**

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| **Job title:**  | Placement Officer |
| **Service:** | Careers & Student Enterprise |
| **Location:** | Stratford Campus (travelling to other campuses as required) |
| **Grade** | D |
| **Responsible to:** | Senior Professional Placements Manager |
| **Liaison with:** | Placement hosts, Students, staff in Schools and Services, other external stakeholders and key partners |
| **Contrat Type:** | Full time, permanent  |

Build your career, follow your passion, be inspired by our environment of success. **#BeTheChange**

The University of East London is one of the most diverse and vibrant universities in the Capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 7 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance an Industry 4.0 careers-first education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are hugely proud of our track record having been ranked University of the Year in the Good University Guide 2025 with respect to our Teaching Quality and rated 1st in London, 1st in England and the 3rd in the UK for Graduates’ Overall Positivity 2024.

The role is based within the Careers and Student Enterprise Service (CaSE), which is the academic, career and employability nucleus of the University of East London. This is a one-of-a-kind department with highly motivated staff providing a quality service to students and alumni.

We are looking for forward-thinking, innovative, curious, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

**THE DEPARTMENT: CAREERS AND STUDENT ENTERPRISE SERVICE (CASE),**

This role is based in the Careers and Student Enterprise Service, which is the career, employability and enterprise nucleus of the University of East London. The goal of the Service is to support every student to achieve academically, gain the skills for the 21st century workforce and build direct pathways to employment. The Service’s mindset has innovation and creativity at its core. To improve progression, retention and graduate outcomes, the Service utilises cutting edge technology and research, which has shown impact on our students’ satisfaction, behaviour and outcomes. This is one-of-a-kind department with highly motivated staff and a high level of quality within the products produced.

The postholder will join the Professional Placement Hub – a team dedicated to the support of embedded placements that are overseen by professional, statutory and regulated bodies (PSRB).

**JOB PURPOSE:**

As a Placement Officer within the Professional Placements Hub, a sub-team with CaSE, you will play a central role in supporting students on our professional placement programmes. This may include undertaking due diligence activities to ensure placements meet the standard, through to supporting students while on placement. You will work in a cross-organisational mode, building contacts across the university and will liaise with key partners externally.

The focus of the role is to provide effective and efficient administration of placement opportunities for students that form an integral part of the course of study. This requires the post-holder to work in conjunction with academics to maintain relationships with placement hosts/external partners and support students to obtain and retain placement opportunities.

**MAIN DUTIES AND RESPONSIBILITIES:**

**The following duties and responsibilities are intended to give an indication of the variety of tasks that the Placement Officer may be expected to undertake, although this is not an exhaustive list of activities and employees may be asked to undertake other duties commensurate with the grade.**

1. Work collaboratively with academic colleagues, students, placement providers and other key stakeholders both internal and external to ensure appropriate placement experiences are available for and efficiently used by learners
2. Administer practice placement provision and allocations in a well-organised and professional manner in line with relevant programme and PSRB requirements
3. To keep up-to-date with information relating to the relevant statutory bodies, taking account of statutory requirements, working effectively with these organisations and administering contracts where appropriate.
4. To be proactive in resolving a range of queries and issues from learners, placement providers and internal and external stakeholders promptly and efficiently.
5. To manage the team service mailboxes, assessing urgency and promptly responding to requests, processing enquiries, tasks and referring to appropriate support with the services as appropriate and according to service standards.
6. Maintain and develop knowledge of curricula requirements in order to contribute to development of placement handbooks and related documentation and guidance for students and/or external partners.
7. To liaise with students to ensure awareness of necessary preparation required throughout the placement cycle. To include, but not limited to, pre-placement preparation, mid-placement reflection and end of placement evaluation, and the use of ePAD and or other devices to evidence learning (where appropriate).
8. To collect, evaluate, and monitor relevant data and statistics to allow for strategic and operational planning. Deliver accurate and timely reporting to statutory, contractual, and accreditation bodies.
9. To arrange room and equipment bookings and organise resources and hospitality where required.
10. To gather information required for meetings and to take and share minutes subsequently and action outcomes.
11. To take a flexible approach to work (attending early morning and evening meetings will be required).
12. To undertake any further duties in line with the level of the post, and as directed by the Professional Placement Team Leader.
13. To work in accordance with UEL’s Equality and Diversity policies.

**PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria.**

* Degree or equivalent qualification, or relevant experience (C/A)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria.**

* Effective administrative skills, with the ability to support team project planning and monitoring, as well as planning and managing own workload to meet deadlines (A/I)
* Advanced experience of providing administrative support using Microsoft Office applications, including Word, Excel, PowerPoint (A/I/T)
* Experience of successfully working with external partners (A/I)

**SKILLS:**

**Essential criteria.**

* Good communications skills, both oral and written, with the ability to collate and present information to others (A/I)
* Accuracy and attention to detail, both numerical and written (AI/T)
* Ability to develop and maintain effective working relationships and have good interpersonal skills (A/I)
* Ability to communicate effectively with senior managers and directors (I)
* Ability to take ownership and responsibility for own work (A/I)
* Ability to draft documents and take detailed minutes of meetings (A/I/T)

**COMPETENCIES AND PERSONAL ATTRIBUTES:**

**Essential criteria.**

* A flexible and adaptable approach to working (I)
* Proactive and able to demonstrate initiative (A/I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**Criteria tested by key:**

A = Application form

C = Certification

I = Interview

T = Test