

**JOB DESCRIPTION**

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| **Job Title** | **Work-Based Learning Officer ( ACI)** |
| **Service** | **Careers and Student Enterprise (CaSE)** |
| **Grade**  | **E** |
| **Location** | **Docklands/Stratford** |
| **Reporting to** | **Work Based Learning Manager** |
| **Key working relationships: Internal**  | **UEL Schools and Departments, Students and Graduates, UEL Services, and CaSE team members.**  |
| **Key working relationships: External**  | **external partners and organisations**  |
| **Contract type/ Hours**  | **Permanent****Full Time**  |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**BRIEF OVERVIEW OF SERVICE: CAREERS AND STUDENT ENTERPRISE (CASE)**

This role is based in the Career 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 a one-of-a-kind department with highly motivated staff and a high level of quality within the products produced.

**JOB PURPOSE**

To source, administer and oversee work-based learning opportunities for students. To provide careers and employability support to students and graduates and to build relationships with work-based learning providers to secure opportunities for students. A particular focus will be placed on developing and maintaining partnerships within the Arts and Creative Industries sector, ensuring students studying in these fields have access to meaningful, relevant and high-quality placements and projects.

**KEY DUTIES AND RESPONSIBILITIES**

* To source, administer and oversee work-based learning activities for students including to facilitate the full recruitment cycle, advertising opportunities to students shortlisting candidates, screening applicants, briefing candidates face to face, over the phone by email, by Teams, arranging interviews, providing feedback and making offers.
* To develop and maintain links for current and future opportunities with local, national and international employers and relevant organisations including those in the Arts and Creative Industries such as media, film, performance, design, visual arts and cultural organisations.
* To design, develop and deliver employability workshops for students to prepare them for work-based learning with tailored content for Arts and Creative Industries students, reflecting sector-specific recruitment practices, freelance pathways and portfolio-based applications.
* To collaborate with other CaSE colleagues to develop an annual calendar of employability and skills development activities and events, including those that showcase opportunities in the Arts and Creative Industries and connect students with employers, creatives and industry networks.
* Ensuring that all contractual paperwork is completed by students, employers and academics and to use the Career Zone platform to facilitate the process. To liaise with students, employers, academics and support staff to ensure that all of their needs are being met and that the work-based learning opportunities are compliant, monitoring them and responding promptly to student and employer enquiries or issues.
* To competently use MS Office packages and support the collection and analysis of appropriate data and produce reports in order to monitor and continuously improve the service and complete a range of administrative tasks related to delivery of the CaSE offer.
* To ensure students have access to excellent online careers resources. To maintain and update work-based learning resources including handbooks, forms, templates, information on the Careers Passport, the intranet, the internet and the Career Zone.
* To tailor the work-based learning provision to ensure it meets the needs of the programme and students. This includes considering the specific needs of Tier 4 students and the requirements of Professional Statutory Regulatory Bodies (PSRB’s).
* To ensure that robust systems are in place to effectively record data for all work-based learning activities and to produce relevant information, reports and presentations for CaSE senior managers for dissemination to UEL ‘s senior management team, Schools, Services and external bodies to measure their impact.
* To take a flexible approach to work (attendance at early morning and evening meetings and travel and working across sites and externally may be required).
* To undertake any other duties, in line with the level of the post, and as directed by your line manager.
* To work in accordance with UEL’s Equality, Diversity and Inclusion Policy.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a Work**-Based Learning Officer**  at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria:**

* Degree or equivalent qualification (C)

**Desirable criteria:**

* Careers guidance qualification and/or training and development qualification (C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria:**

* Experience of preparing, supporting and developing individuals and/or groups for placements, work experience and/or other work-based learning activities (A/I)
* Experience of developing and delivering high quality, interactive learning materials, paper-based and web-based and delivering skills development workshops or other training and development activities in groups and 1 to 1 setting (A/I/P)
* Experience of managing projects and creating and adhering to efficient administrative processes and having excellent IT skills with clear proficiency in using Microsoft Office Word, Excel, PowerPoint and use of the internet (A/I/T)

**Desirable:**

* Experience of working in or with Arts and Creative Industry employers (e.g., media, design, performance, cultural organisations) to deliver opportunities for students or graduates.
* Ability to design workshops and employability support tailored for creative students, including portfolio development, networking in creative sectors, and navigating freelance/self-employment routes.

**PLANNING AND ORGANISING:**

**Essential criteria:**

* Ability to understand the importance of planning, prioritising and organising own work and resources and measuring and monitoring progress, whilst being flexible enough to consider unforeseen changes or new opportunities (A/I).

**TEAMWORK AND MOTIVATION:**

**Essential criteria:**

* Experience of preparing, supporting and developing individuals and/or groups for placements, work experience and/or other work-based learning activities. (A/I)

* Experience of the Arts and Creative Industries sector, including understanding its career pathways, freelance/portfolio careers and employer expectations.

**COMMUNICATION:**

**Essential criteria:**

* Good verbal and written communication skills, with the ability to receive, understand and convey information that needs accurate and careful explanation or interpretation in a clear and accurate manner (A/I/T)
* Ability to exercise discretion in dealing with confidential or sensitive matters (I)
* Ability to communicate using a variety of mediums to internal and external audiences including senior managers, students, graduates and employers (I).

**DECISION MAKING / INITIATIVE & PROBLEM SOLVING:**

**Essential criteria:**

* Ability to make independent but appropriate decisions to resolve problems creatively whilst keeping relevant people informed and staying within budget. (A/I)

**LIAISON AND NETWORKING:**

**Essential criteria:**

* Experience of building and maintaining working relationships and professional networks with internal and external stakeholders and the ability to be responsive to the different stakeholders in order to meet their needs (A/I)

**OTHER ESSENTIAL CRITERIA:**

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

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.