

### JOB DESCRIPTION

<b>Job Title:</b>	<b>MBA Placement Adviser</b>	<b>Grade:</b>	<b>SG6</b>
<b>Department:</b>	<b>Greenwich Business School</b>	<b>Date of Job Evaluation:</b>	<b>April 2019</b>
<b>Role reports to:</b>	<b>MBA Employer Engagement &amp; Placement Manager</b>	<b>SOC Code</b>	<b>N/A</b>
<b>Direct Reports</b>	<b>None</b>		
<b>Indirect Reports:</b>	<b>Head of Department International Business and Economics Programme Leader MBA International Business Module Leader MBA Placements UKVI team</b>		
<b>Other key contacts:</b>	<b>Faculty Operating Officer</b>		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

#### **PURPOSE OF ROLE:**

The Greenwich Business School is seeking an enthusiastic individual to oversee the MBA International Business placements within the Business School Employability Office.

This role involves developing effective and efficient systems to enable the smooth running of the MBA Placement and supporting the administrative functions. This includes working with our UKVI team, MBA programme team within International Business and employers providing placements. The position will work with the Department for Economics and International Business and other sections within the university to deliver and promote the MBA Placements.

This role will play an essential role in the delivery of these objectives and will be required to liaise with employers, students, academics, support staff and external agencies on a range of issues.

#### **KEY ACCOUNTABILITIES:**

**Team Specific:**

- Responsible for overseeing the MBA IB placements within the Business School Employability Office.
- Working with the Student Relationship Officer & Operations Support to authorise placements.
- To maintain an accurate database of business contacts including data from new placement forms and updating existing records.
- Identify potential 'repeat employers' and potential new employers in order to actively develop new relationships.
- Overseeing the one-stop shop student base for MBA IB placements-based queries. Providing group/individual guidance to students, through formal presentations, webinar/chat sessions and one-to-one appointments for placement related queries.
- Adopt a business-focused approach, embedding real work experience and employer engagement in the curriculum to help deliver improvements in the University's statistics for post-graduate level employment.
- Work in partnership with academic staff to ensure that the performance of all students on work placements is properly monitored and evaluated.
- Work in partnership with other offices in the university to create synergies and align practices.
- Assisting with coordinating events for the Business School Employability Office related to the MBA placements, including recruitment fairs, interview days, presentations from professional bodies and recruiters. Using data to prepare up to date delegate lists, name badges and details on conference attendees.
- Liaising with external clients and internal departments through meetings and dealing with queries through appropriate communication channels.
- Assisting with the management of MBA placements including assisting students with their application forms and supporting their search for placements.
- To be proactively involved in assisting the other team members' in the office in regards to student queries and assisting with coaching students with their CVs, application forms and interview techniques.
- Provide confidential, sympathetic and helpful advice to students (as appropriate) in regards to the MBA placements. Including referrals to relevant support groups with the university, such as the international office and UKVI team.
- Keeping abreast of current UKVI legislation and provide broad guidance and support to students and partners in line with current legislation.
- To assist with organising the preparation and production of all literature including the moodle shell, student handbooks, employer handbooks, leaflets, induction booklets and open day materials.
- To build and maintain effective relationships with all Business School staff (particularly the School Office, Standards & Partners, MBA Programme Leaders, MBA Teaching Fellows, MBA Programme Co-ordinator, MBA Placements Module Leader and the Employer Partnership Manager) and

central departments within in the University of Greenwich (e.g. Quality Office and Student Records).

**Generic:**

- Any other administrative work associated with the MBA Placements required by the Faculty Operating Officer.
- Supporting the faculty with Health and Safety responsibilities
- Work in partnership with other offices in the University to create synergies and align practices (Partnership Division, ACH placements office, GET etc)
- Ensure that appropriate and effective record management systems are developed and implemented to manage all MBA placement related activities. Ensure that these are reviewed and developed as appropriate to meet the changing nature of the business.
- Provide confidential, sympathetic, and helpful advice to students (as appropriate) before, during and after undertaking the placement year. Including referrals to relevant support groups with the university.
- To build and maintain effective relationships with all Business School staff (particularly the School Office, Quality Officer, and MBA Programme Leader) and central departments within in the University of Greenwich (e.g., Student Records)
- To identify and develop opportunities that will serve the school's strategy.

**Managing Self:**

- Can adapt to the demands of a sometimes pressured highly variable role.
- Can work accurately under pressure to meet deadlines.
- Able to form close, facilitative customer relationships.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.
- An effective networker with excellent communication skills, who is able to establish good professional relationships with employers, university staff, professional bodies and the student body.
- Develop and create robust systems in order to effectively ensure quality with the Business School.

- Commitment to the proactive development and maintenance of a quality customer care service.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Greenwich Business School and the Employability and Placements department delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Number of students currently on MBA placements (in each of the two cohorts)
- Number of students expected to be entering the MBA placements (in the next two cohorts)
- Numbers of students engaged with the BSEO.
- Number of students attending MBA placement related workshops and events
- Number of students seen throughout the year for one-to-one sessions

**KEY RELATIONSHIPS (Internal & External):**

- MBA Employer Engagement & Placement Manager
- MBA Placement Module Leader
- Director of Student Experience
- Finance and Office Manager
- Faculty Operating Officer
- Head of Department of International Business and Economics
- MBA IB Programme Leader
- MBA IB Students

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>

**Experience**

- Expertise in managing and skilfully exploiting relational databases.
- Experience in customer relationships management
- Commitment to equal opportunities and the value of diversity
- Experience of working with staff at all levels within an organisation
- Experience of document management systems and maintaining records
- Experience of partnership building, project management and

**Skills**

- Excellent Administrative skills
- Excellent IT skills
- Ability to work on own initiative or as part of a team.
- Excellent interpersonal and presentational skills.
- Ability to communicate clearly and confidently Self-motivated with excellent leadership skills.
- Good negotiation and conflict resolution skills
- Ability to work accurately under pressure to meet deadlines.
- Ability to inspire enthusiasm and motivate others.
- Excellent time management skill and the ability to prioritise work.
- Have a flexible and positive approach to work.
- Proven attention to detail and think creatively.

**Qualifications**

- Educated to degree level or equivalent.

**Experience**

- Knowledge of higher education curriculum and of workplace learning practices

**Skills**

- Ability to design databases.
- Ability to set up agreements between partners institutions.
- Web maintenance skills

**Qualifications**

- Master's Degree or equivalent

**Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful

**Personal attributes**

- N/A