

JOB DESCRIPTION

Job Title: Faculty Placement Advisor

Grade: SG6

Department: Greenwich Business School Professional Services

Responsible to: Faculty Employer Engagement and Placement Manager

Responsible for: N/A

Key Contacts: Head of Education Administration, Faculty Operating Officer, MBA and Postgraduate with placement programme leaders, The Faculty Programme Administrators, International Student Advisers, Student Visa, Business Attendance Team, Faculty Student Advisors.

Standard Occupational Classification (SoC code):

Non-Contractual Nature of Role Profile: 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 Faculty Placement Advisor will support postgraduate students on placement programmes to successfully engage with the placement process, develop their employability skills and progress towards securing appropriate placement opportunities.

The role will focus on student engagement across Greenwich Business School postgraduate placement programmes, providing clear guidance, practical careers-related support and timely interventions to help students understand placement requirements, prepare for recruitment activity and remain engaged throughout the placement lifecycle.

The postholder will deliver a mixture of group sessions, workshops, drop-ins and one-to-one advice, supporting students with placement readiness, CVs, applications, interviews, job search activity and professional confidence.

The role will also retain appropriate operational and administrative responsibilities, including maintaining accurate student engagement records, supporting placement authorisation activity and ensuring students are directed to the correct services where specialist advice is required.

KEY ACCOUNTABILITIES

Team Specific:

- Act as a key student-facing contact for postgraduate students on placement programmes within Greenwich Business School.
- Lead on student engagement activity for postgraduate placement cohorts, ensuring students understand the placement process, key deadlines and expectations.
- Deliver placement preparation sessions, workshops, drop-ins and lecture shout-outs to support student engagement and readiness.
- Provide one-to-one and group advice to students on placement preparation, including CVs, applications, interviews, job search activity, professional communication and placement expectations.
- Support students to engage effectively with placement opportunities, employer events, recruitment activity and employability workshops.
- Work with the Senior Faculty Employer Engagement & Placement Advisor to ensure employer opportunities are communicated clearly to students and that students are prepared to engage with those opportunities.
- Monitor student engagement with placement preparation activity and identify students who may require additional support or targeted intervention.
- Maintain regular contact with students during the placement journey, escalating concerns relating to non-engagement, wellbeing or progression where appropriate.
- Support the timely and accurate placement authorisation process by helping students understand documentation requirements and ensuring they are directed to appropriate guidance.
- Work closely with placement operations and compliance colleagues to ensure students receive accurate advice on placement processes, while referring specialist compliance or visa queries to the relevant teams.
- Contribute to the development and maintenance of student-facing resources, including Moodle content, guidance documents, FAQs, handbooks and workshop materials.
- Support the organisation and delivery of student-facing placement and employability events, including placement briefings, employer sessions, careers workshops and recruitment preparation activity.
- Maintain accurate records of student engagement, advice provided and placement-related activity using relevant university systems.
- Contribute to improved placement and graduate outcomes by supporting students to progress into quality placement opportunities.

Generic:

- Provide a professional, supportive and student-focused service to postgraduate placement students.
- Work collaboratively with academic colleagues, programme teams, Faculty Student Advisors, International Student Advisers, Student Visa Team and other professional services teams.
- Signpost students to relevant university support services where specialist advice is required.
- Support the wider GBS Postgraduate Placements Team during peak periods and contribute to shared team priorities.
- Ensure student records and placement engagement data are accurate, timely and suitable for reporting and service improvement.
- Contribute to continuous improvement of student engagement, placement preparation and communication processes.
- Ensure alignment with university policies on health and safety, data protection, equality, sustainability and accessibility.

Managing Self:

- Work independently and proactively to support student engagement and placement readiness.
- Demonstrate confidence in advising students and delivering group sessions.
- Manage competing priorities across student support, engagement monitoring, events and administrative activity.
- Maintain accuracy and professionalism when working under pressure.
- Develop knowledge of postgraduate placement processes, employability practice and graduate recruitment expectations.
- Work flexibly as part of the wider placement team to support successful student outcomes.

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.

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 GBS PG Placements Team delivers the required level of service.

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

- Student engagement with placement briefings, workshops, drop-ins and one-to-one advice.
- Number of students supported through placement readiness activity.
- Contribution to the faculty's placement target
- Timely and accurate responses to student queries in line with agreed service standards.
- Accuracy of student engagement and placement records.
- Student satisfaction with placement preparation and support.
- Reduction in non-engagement through timely monitoring, intervention and escalation.
- Contribution to improved placement outcomes and graduate outcomes.

KEY RELATIONSHIPS (Internal & External):

- Faculty Employer Engagement & Placement Manager.
- Head of Education Administration.
- Senior Faculty Placement Operations Officer and Senior Faculty Employer Engagement & placement Advisor.
- Senior Faculty Placement Compliance Officer.
- Associate Dean for Student Success.
- Director and Deputy Head of the Executive Business Centre.
- Faculty Operating Officer.
- Faculty Student Advisors.
- Faculty academics: Especially the placement module leader and MBA programme leaders.

Commented [HT1]: to be updated once the title is confirmed

- All Postgraduate Students eligible to take placements.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of providing advice, guidance or support to students, clients, customers or service users.
- Experience supporting employability, careers, placements, recruitment preparation, work-based learning or student engagement activity.
- Experience delivering group sessions, workshops, presentations or information briefings.
- Experience working in a customer-focused or student-focused environment.
- Experience managing competing priorities and working accurately to deadlines.
- Experience maintaining records and using systems or databases to track activity.
- Experience working collaboratively with a range of stakeholders.

Desirable Criteria

- Experience working in higher education, careers, employability, placements or student support.
- Experience supporting postgraduate students and/or international students.
- Experience providing CV, application, interview or job search support.
- Experience using placement, careers or student record systems such as InPlace, TargetConnect, CareerHub, Moodle or similar platforms.
- Understanding of placement authorisation processes, student visa considerations or work-based learning requirements.

SKILLS:**Essential Criteria**

- Strong interpersonal skills and ability to build trust with students.
- Ability to provide clear, practical and supportive advice.
- Confident presentation and facilitation skills.
- Strong written and verbal communication skills.
- Excellent organisational and time management skills.
- Ability to monitor student engagement and identify where intervention may be needed.
- Ability to work accurately under pressure and manage high volumes of student queries.
- Confident use of Microsoft Office, particularly Outlook, Excel, Word and PowerPoint.
- Ability to adapt to new platforms, systems and processes.
- Ability to work independently and as part of a team.

Desirable Criteria

- Knowledge of graduate recruitment processes and placement preparation.
- Ability to create engaging student-facing resources, guidance documents or digital content.
- Ability to analyse student engagement data and use it to inform support activity.
- Understanding of employability issues affecting postgraduate and international students.

QUALIFICATIONS:**Essential Criteria**

- Degree level or relevant qualification and experience delivering administrative support.

Desirable Criteria

- N/A

PERSONAL ATTRIBUTES:**Essential Criteria**

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

Desirable Criteria

- N/A