

## JOB DESCRIPTION

<b>Job Title:</b>	Employability and Placements Officer	<b>Grade:</b>	SG5
<b>Department:</b>	Engineering and Science	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Faculty Administrative Services Manager		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	Director of Student Experience Faculty Operating Officer		
<b>Other Key contacts:</b>	Central Employability and Careers Service Students		
<p>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.</p>			

### **PURPOSE OF ROLE:**

- As part of a team, to co-ordinate the Faculty's placements and employability activities
- The development of effective and efficient systems in these areas to ensure their smooth running
- To support the Faculty Director in the development of the Faculty's initiatives in these areas
- To liaise with students, academics, support staff, other university departments, external companies and agencies in relation to the placement and employability initiatives

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Dealing with placement and employability queries from students.
- Finding placement opportunities from a variety of sources, including Internet, Companies (new and existing) and advertisement.
- Monitoring the engagement of students on placement, adhering to the University's attendance and engagement policy

#### Establishing a rapport with students:

- Ensuring that they are kept informed of opportunities that are available to them and the deadlines that apply to the application
- Assisting students with the compilation of CV's, Covering Letters and Application forms for placement opportunities
- Arranging mock interviews with Academic staff and appropriate recording of such/arranging interviews with employers and providing pre-and follow-up action in relation to these including briefing sessions in relations to the placement scheme requirements (e.g. contact, assessment, H&S, codes of conduct)

**Establishing a rapport with employers:**

- Liaising with them in relation to their information requirements in regard to placement opportunities
- Ensuring that the Health and Safety requirements for student participation in the scheme are met and recorded
- Supporting the MSc Industrial placement initiatives in the Faculty

**Generic:**

- Manage archiving, communication and recording of key data, reports, registers and documents
- Maintain and develop appropriate areas on the Faculty database to ensure appropriate information is available to key stakeholders
- Support the approval and review processes for the Faculty's partnership provision, liaising as necessary with University, Faculty and partner institution staff
- To design and implement particular projects and solutions as agreed with the Line Manager and other key contacts
- To undertake any other administrative tasks as required by the Line Manager

**Managing Self:**

- To show initiative and judgement in dealing with outside companies and agencies
- Have good communication and organisational skills
- 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.

**Additional Requirements:**

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line 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 Faculty of Engineering & Science delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Placement data is current and up to date  
 All placement and employer enquiries have a prompt response  
 All tier 4 placements have individual tracking in place to ensure compliance with visa regulations

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

Senior Administrative Officer, Faculty Director of Student Experience, Faculty Operating Officer, Programme Co-ordinators, Heads of Department, Banner Team, Finance Officer, Employers, GET Team.

**PERSON SPECIFICATION**
**Essential**
**Experience**

- Experience in providing admin support in the Education sector
- Experience of working in a customer oriented environment  
 Experience in adapting to the demands of a pressured, highly variable role and working accurately under pressure to meet deadlines

**Skills**

- High level of skill in the use of Microsoft Office particularly Outlook, Excel and PowerPoint

**Qualifications**

- A-Level standard or equivalent, OR demonstrable professional experience in HE sector

**Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

**Desirable**
**Experience**

- Experience of maintaining records and implementing systems/procedures

**Skills**

- Skill in working with varied levels of staff within a complex organisation

**Qualifications**

- Degree or equivalent

**Personal attributes**

- N/A