

JOB DESCRIPTION

Job Title:	Placements and Internships Manager	Grade:	SG7
Department:	Employability and Apprenticeships	Date of Job Evaluation:	
Role reports to:	Head of Employer Engagement		
Direct Reports	Placement and Internships Officers Placement students		

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:

As part of the new Strategic plan, the University of Greenwich intends to elevate its employability support for students, alumni, and employers, as well as growing and enhancing its apprenticeship provision. The university already has a long-held commitment to employment focussed degrees, and this department will play an essential part in ensuring the university is a sector leader in its relationships with employers and partners and is recognised as providing students with outstanding employability support.

This role will lead on the procurement and provision of work-based experiences. The post holder will focus on coordinating work experience activities, which includes placement preparation modules and managed internship programmes. The role will also be responsible for collating data and feedback to improve delivery.

KEY ACCOUNTABILITIES:

Team Specific:

- Engage and build strategic partnerships with relevant employers, professional networks and bodies to develop talent pipelines and ensure effective promotion of placements, internships and insights.

- Identify/broker new placements, internships and projects with employers, and convert potential opportunities into live vacancies (including advising companies on choice of candidates, arranging interviews, matching job offers to students)
- Liaise with external funders to support paid work experience opportunities
- Ensure that all relevant aspects of employment law, equal opportunities law, immigration law and best practice are understood and met within the recruitment process, working closely with the University Human Resources department
- Create consistent and robust systems and documentation (following agreed University approaches) for managing placement processes (including Health and Safety protocols) to ensure that risks are managed, and ensure that all administration (pre, during and post placement) including academic approval of placements, submission of placement-related course work, are undertaken and recorded.
- Lead regular evaluation and review processes of placement schemes / provision, monitoring participation rates, student and employer feedback, graduate destinations performance and other datasets to inform the development of new and existing opportunities.
- Monitor internships-related budget and ensure resources are utilised effectively.
- Provide positive motivation and leadership to the Placements and Internships team, including line management (professional development review and appraisal, performance management and team development)

Generic:

- All the members of the Service are expected to work as a team and to assist with other duties which are commensurate with the grade as required by the line manager or Head of Department
- As a member of the Association of Graduate Careers Advisory Services (AGCAS), the Institute of Student Employers (ISE) and ASET, participate in meetings, events, training and projects appropriate to the role.

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:

- To travel to all campuses and sites of the University as and when required

KEY RELATIONSHIPS (Internal & External):

The following list is not exhaustive, but the post holder will be required to liaise with:

- Academic colleagues
- Professional Services colleagues
- Students' Union
- External networks and contacts

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of leading and inspiring teams of staff, as well as working as part of a team • Experience in effective liaison and networking, and the building of successful working partnerships within organisations and externally • An understanding of the graduate recruitment / early careers landscape • Understanding of employment legislative framework • Understanding of recruitment and selection techniques (interviews, assessment centres etc.) • Demonstrates knowledge and understanding of how IT systems can support and enhance service delivery <p>Skills</p> <ul style="list-style-type: none"> • The ability to use qualitative and quantitative information to critically evaluate, demonstrate and improve the effectiveness of activities • Excellent written, presentation and verbal skills, with ability to communicate clearly to a range of audiences • Proven ability to plan and manage projects, driving activity to completion while attending to detail • Strong negotiation and persuasion skills, with a creative approach to problem solving • Demonstrable IT skills, including use of Microsoft Office • Commitment to outstanding customer service, inspiring and innovative delivery and continuous quality improvement • Proven ability to be proactive, prioritise tasks and meet tight deadlines in a busy environment 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a Higher Education or a similar relevant context (e.g. HR, recruitment, teaching, public sector) • Experience of using a Career Service Management System (CSMS) or Client Relationship Management (CRM) database • Project management experience; from design to completion and delivering to budget and schedule

Qualifications

- Educated to degree level 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