

## Job Description

<b>Job title</b>	Placement and Employment Coordinator
<b>School / department</b>	Student Services
<b>Grade</b>	4
<b>Line manager</b>	Employer Engagement Manager
<b>Responsible for (direct reports)</b>	None
<b>Date of creation or review</b>	Click or tap to enter a date.

### Main purpose of the job

This is a key role within the Student Services Department to provide assistance and support to the Placement/Employer Engagement Officers within the Placement and Employment Services.

To be the first point of contact for the service by offering information and guidance to students, schools/colleges and employers.

To work with the wider Placement & Employment team in assisting with the organising and researching employers for specific school/colleges industry events/fairs and graduate employment.

To provide administrative support to the Placement and Employment team.

To assist with sourcing and processing high volume, part time, work experience, placement and graduate opportunities.

To assist with the internal Talent Bank recruitment service to students

To assist with employer events on campus.

To process high volume placement and employment opportunities, monitor and track student placement activity via the designated database (Target Connect & Unite)

To provide administrative support for Placement Student Visa Route monitoring.

To provide support with the UWL web and portal updates, social media and finances.

This appointment requires a flexible approach to working hours as weekend and evening cover may be required.

### Key areas of responsibility

#### Employer Activities/Engagement

To research external employer events that are relevant to current students and graduate employment, by promoting these events/opportunities for students/graduates.

To comply with UKVI and University regulations, maintain regular fortnightly contact with employers to ensure the monitoring of international students during their placement are adhered to. Referring any issues that may arise to the Placement Officer/Placement Service Manager and the Compliance team.

To provide information to employers advertising their vacancies at UWL to ensure they meet our vacancy advertising requirement e.g. national minimum wage, working time directive etc.

### **Students**

To manage enquiries either telephone, email or face to face and acting as first point of contact for students visiting the Placement and Employment Service pod on The Street.

To communicate relevant job opportunities to students through the various means within UWL e.g. online jobs portal, plasmas screens and managing the weekly student mailshot.

To support the wider team with assisting with administration to aid student inductions, placement and employment services presentations and any other group activities.

To promote and administer the UWL Talent Bank to UWL students

To support the Placement Officers in ensuring all placement/work experience forms are completed in a timely manner.

To support the Employment Engagement Officer in facilitating the administration, advertising, shortlisting and interviews for temporary jobs as part of UWL Talent Bank Service.

To cover the Placement and Employment Service pod in 'The Street' managing face to face student enquiries

### **Events**

To assist, co-ordinate and promote, in conjunction with the Placement/Employer Engagement Officers, organising and delivering employer events and activities including the annual Part-Time, Placement and Graduate Fairs and various employer presentations/workshops for employers virtually and on campus throughout the academic year.

To assist in the promotion of the Placement and Employment Service to at both internal and external events e.g UWL Open Days, Applicant days.

### **Administration**

To support, update and maintain placement student information throughout the placement process using the relevant database.

To ensure all administrative processes have been completed prior to students starting their placement/work experience (e.g. Tripartite agreement; H&S questionnaire) and recorded on the relevant database.

To ensure the monitoring of Student Visa Route students on placements is kept up to date and record any issues raised with the relevant Placement Officer/Placement Services Manager/Head of Placements & Employment Services.

To provide administrative support to the Placement & Employment team including vacancy advertising, event promotion and UWL Talent Bank bookings.

To maintain the UWL financial processes for the department

To use the UWL shared database to advertise employment, placement and event opportunities, monitor student and employer activity and input and update records.

To use social media sites and other channels to provide information to students and employers in promoting the Placement and Employment Service.

To maintain and report Placement and Employment Service monthly stats

To support the Graduate Operations Manager with the UWL Graduate Internship scheme

To actively promote the Placement and Employment Service to a range of stakeholders including Employers, Students and Graduate through social media channels.

#### **General**

At all times to carry out your responsibilities with due regard to the university's procedures and policies.

Be aware of, and comply with, the Data Protection Act and Freedom of Information Act at all times.

To undertake regular training and continuing professional development in order to keep abreast of changes and developments in the field of Placement and Employment through various professional competency frameworks.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

#### **Dimensions / background information**

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	Example Criteria	Essential	X	X	
	Degree or equivalent work experience	Essential	X	X	
<b>Knowledge and experience</b>	Excellent administrative experience as part of a customer-focused team.	Essential	X	X	
	Previous experience of managing a high volume of workloads requiring speed and accuracy with variable and often demanding timescales.	Essential		X	
	Experience of using and maintaining database systems	Essential	X		
	Customer Service experience	Essential	X	X	
	Experience of working in higher education	Desirable			
	Experience of assisting in the delivery of events	Desirable			
<b>Specific skills to the job</b>	Knowledge and experience of using social media, in particular Twitter and Hootsuite.	Desirable			
	Excellent verbal and written communication skills	Essential		X	X
	Strong organisational skills and ability to work to tight deadlines	Essential		X	X
	Ability to use IT for database management	Essential	X		

<b>General skills</b>	The ability to work independently and as part of a team and take initiative when needed	Essential	X	X	
	An ability to work well under pressure.	Essential		X	
	Accuracy and good attention to detail.	Essential			X
<b>Other</b>					

**Disclosure and Barring Scheme** Is a DBS Check required:  (Please Select from drop down list )

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

<sup>2</sup>**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.