Job Description

Job title	Placement Officer
School / department	Placement and Employment Services (PES) - Student Services
Grade	Grade 5
Line manager	Placement Service Manager
Responsible for (direct reports)	N/A
Date of creation or review	21/02/2025

Main purpose of the job
A short summary of the role

This is a key role within the Student Services Department to support the Placement and Employment Services to deliver advice and guidance to students, employers and wider university staff on the placement offering and processes.

To work within the Placements and Employment Services to provide a professional and responsive advice and guidance to both students, schools/colleges and employers.

To work in partnership with Schools/Colleges within UWL to facilitate and support students into UK and international placements and jobs. Ensure all parties have a clear expectation of what is required of them.

To source and process high volume placement and employment opportunities, monitor and track student placement activity, provide information and advice on employment related issues using a range of IT for information and marketing purposes.

To work with the wider Placement & Employment Services team in organising and sourcing employers forspecific school/colleges industry events/fairs.

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

Key areas of responsibility
Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

Employer Engagement

- Sourcing new employer contacts and account manage relationships with existing employers, from local, regional and globally to provide placement and work experience opportunities for students in line with set KPI targets.

- Consulting with businesses to explain the University structure and requirements for students on placement/work experience programmes, including the roles and responsibilities of the student, employer and University.

- Attending relevant events (Industry expos, recruitment fairs, Chamber of Commerce) to promote the Placement and Employment Services and the wider University through networking.

- Co-ordinating in conjunction with the wider team within Placement and Employment Services to organise and promote specific industry related fairs, presentations and workshops for employers on campus.

- Maintaining regular contact with employers to comply with university and UKVI regulations regarding the monitoring of international students during their placement, referring any issues to academic staff and the Compliance Team.

Students

- Managing specific placement/work experience enquiries either telephone, email or face to face and acting as first point of contact for students visiting the placement/employment service at the Pod on The Street. Advising students where necessary.

- Working in partnership with Schools/Colleges and Careers Consultants devising and delivering specific placement presentations in the curriculum to ensure students are fully aware of the placement/work experience process required.

- Communicating relevant placement/work experience opportunities to students and providing information, advice and feedback to students on placement/work experience opportunities.

- Supporting and guiding students through the placement journey through one-to-one meetings and group sessions by ensuring the students understand and complete the relevant documentation required to fulfil their placement/work experience.

- Monitoring the student whilst on placement and deal with any issues/problems that may arise in conjunction with the appropriate academic tutor.

- Ensuring all placement/work experience forms are completed in a timely manner.

Administration

- Maintaining a record of progress and outcomes of all placement and job activity in partnership with academic staff, using the relevant CRM and database systems.

- Ensuring all administrative processes have been completed prior to students starting their placement/work experience (e.g. Tripartite agreement and Partnerships agreements) and recorded on the relevant database.

- Liaising with staff across the university e.g. Academics, Careers Service, Compliance, Enterprise, Alumni and other departments.

- Support administrative coordination and delivery of on-campus events and employer engagements, ensuring these are planned and accurately captured for data reporting purposes.

- Liaise with support staff in developing the marketing and promotional material for students.

General

- Support the wider university events in promoting the Placement and Employment Services at Open Days, Enrolment, Taster days, Graduations etc.

- At all times to carry out your responsibilities with due regard to the university's Equal Opportunities Policy and Equality and Diversity Policy.

- Be aware of, and comply with, the Data Protection Act and Freedom of Information Act at all times. Adhere to all of the university's procedures and policies.

- 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 AGCAS and ASET, ISE and PlaceNet and to ensure compliance with 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
Organisational chart or some further information about the School/College/department.

Person Specification

	Criteria	Essential or Desirable[1]	Demonstrated[2]		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies This section reflects the appropriate level of expertise required by the role.	Degree or equivalent	Essential	X		
Knowledge and experience This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description.	Excellent customer service skills, ideally developed in a commercial context	Essential	X	X	
	Experience of building relationships and working with employers	Essential	X	X	X
	Experience of using and maintaining database systems	Essential	X		
	Experience of working in higher education	Desirable			
	Experience of working in a recruitment environment	Desirable			
	Knowledge and understanding of recruitment processes	Desirable			
	Knowledge and understanding of employment legislation and employment rights	Desirable			
Specific skills to the job This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job.	Excellent communication skills (written and oral)	Essential	X	X	X
	Strong relationship building skills	Essential	X	X	X
	Ability to work under pressure and to tight deadlines	Essential	X	X	
	Ability to use IT for, presentations, internet communication (including social media), database management	Essential	X		X
	Basic web skills	Desirable			
General skills This section identifies transferable skills that you use for almost every job.	Ability to work unsupervised, prioritise tasks and apply own initiative	Essential	X	X	
	Accurate record keeping and attention to detail and ability to produce statistical data	Essential	X	X	

	Self-motivated and enthusiastic Willingness to learn	Essential		x	
	Able to work as part of a team and to support colleagues as necessary i.e. having a flexible approach	Essential		x	
	A commitment to equal opportunities and working with a diverse range of people	Essential		x	
Other This section should be used to make candidates aware of any special circumstances pertaining to the post.					

Disclosure and Barring Scheme   Is a DBS Check required: DBS (This post does not require a DBS check)

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.

[1]**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.

[2]**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.