**PLACEMENTS AND EMPLOYER ENGAGEMENT ADVISOR**

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| School/Department: | Creative Futures - Careers & Professional Practice Team |
| Grade: | 7 |
| Reports to: | Careers & Professional Practice Manager |
| Responsible for: | N/A |
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| Job Summary and Purpose: | Working within the Creative Futures team, the Placements & Employer Engagement Advisor is responsible for ensuring all aspects of placement administration for are completed efficiently and accurately. This includes the Professional Practice Year and short placements that are completed as part of an assessed module.  Importantly, this role will oversee critical aspects of placement compliance including providing support to international students and ensuring effective reporting of their placements prior to commencement working with the Compliance team. |

**01 MAIN DUTIES**

This professional role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose.

* 1. General Duties

**Student Placement Administration & Compliance**

* + 1. Managing specific placement/work experience enquiries either telephone, email or face to face.
    2. Supporting and guiding students through the placement journey through one to one meetings and group sessions ensuring the students understand and complete the relevant documentation required to fulfil their placement/work experience.
    3. Maintaining a record of all placement activity in partnership with academic staff, using relevant databases.
    4. Ensuring 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 databases.
    5. Liaising with staff across the university to ensure compliance with placement policies and procedures to include academics staff and the Compliance team.
    6. Working closely with the Compliance team to ensure effective reporting of International students on placement to reporting bodies.
    7. Monitoring students whilst on placement and dealing with any issues/problems that may arise in conjunction with the appropriate academic tutor, escalating issues as required as per the Placement Policy and processes.
    8. Maintaining regular contact with employers to comply with university and UKVI regulations regarding the monitoring of attendance for international students during their placement, referring any issues to academic staff and the Compliance team.
    9. Oversee the end-to-end delivery of any internally managed internship/placement opportunities which may involve advertising opportunities, managing applications and feedback and evaluation processes.
    10. Supporting student transition back to University on completion of a Professional Practice Year.

**Employer Engagement**

* + 1. Proactive engagement with employers and alumni identifying potential employers to support with events, host placements and internships, consultancy projects etc., assessing opportunities and their relevance to student demographics and interests.
    2. Maintaining a database of employer contacts.
    3. Ensure that employer facing resources and webpages are up to date and user friendly
    4. Take responsibility for on-campus logistics for employer events such as room bookings, catering, AV needs and online support such as setting up meeting/webinar links and sending out invitations
    5. Supporting academic departments to identify and develop sustainable relationships with employers, identifying gaps in provision for specific courses and student groups.
    6. Collecting employer case studies and testimonials for marketing purposes

**02**  **DUTIES OF ALL STAFF**

2.1 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.

2.2 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.

2.3 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.

2.4 To promote equality, diversity and inclusion in your performance of your duties.

2.5 Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.

2.6 To actively participate in learning and development to meet the requirements of your role and the University.

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| **03 Selection Matrix** | | **Essential** | **Desirable** | **Used to shortlist** |
| **Qualifications** | | | | |
| 1 | Educated to degree level or equivalent work experience | 🗶 |  | 🗶 |
| **Knowledge & Experience** | | | | |
| 2 | Demonstrable experience in all aspects of student placement compliance, including risk management, effective records management and health and safety | 🗶 |  | 🗶 |
| 3 | Knowledge and understanding of policies, procedures and systems relevant to the student visa route |  | 🗶 |  |
| 4 | Experience of working with customers from diverse backgrounds, and a high degree of cultural awareness | 🗶 |  | 🗶 |
| 5 | Experience of using student record systems such as SITS and/or other student records systems |  | 🗶 |  |
| 6 | Experience developing and delivering training and/or information sessions and creating resources | 🗶 |  |  |
| 7 | The ability to apply standard regulations and set procedures to support decision-making, and to interpret and apply external regulations and guidelines in advising students | 🗶 |  |  |
| 8 | The ability to communicate clearly, accurately and sensitively to students using a range of tools and methods, including both large-scale communications and providing information and guidance to students on a one-to-one basis | 🗶 |  | 🗶 |
| **Personal Attributes and Behaviours** | | | | |
| 9 | Ability to prioritise a busy workload and meet tight deadlines | 🗶 |  |  |
| 10 | Ability to work on own initiative | 🗶 |  |  |
| 11 | Ability to understand and interpret complicated regulations and procedures, and explain these in a clear and effective manner to a diverse range of students | 🗶 |  | 🗶 |
| 12 | Have a strong working knowledge all MS office packages in particular MS Excel (to include use of Mailmerge, v-look ups) | 🗶 |  | 🗶 |
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Does the role require a DBS? Yes/ NO