



Placements Officer

Job Ref: REQ220906

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

About Student Services

Loughborough University is highly regarded for the quality of careers, employability and enterprise support provided to students and graduates. The University's Careers Network (CN) sits with the Students Services department and provides a wide range of advice, guidance and support services and events and activities for students, graduates and other stakeholders including a wide range of employer partners.

Student Services encompasses a wide range of the support and skills development opportunities available for students and graduates at Loughborough. This includes Careers Advice, Student and Graduate Enterprise, Wellbeing Support, Student Advice and Guidance, Academic Language Support, the Wardens Service and Security. In total the department employs around 180 staff. Student Services and the Careers Network is at the heart of enabling the University's strategic ambition to provide all students with a life-shaping student experience and the support required to maximise their graduate outcomes.

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

To support the CN's placement work experience and opportunity generation activity, in order to maximise student experience and graduate outcomes through the generation and administration of meaningful placement opportunities.

Job Duties

- To support an allocated cohort(s) of current students through the placements process. Providing positive, encouraging and timely information and advice throughout the experience.
- To support employers, acting in key liaison roles, to generate and sustain meaningful placement opportunities.
- To meet and report regularly on agreed targets in relation to the number of opportunities generated and secured by Loughborough students.
- To support and deliver activity designed to promote and enhance student engagement and participation in placements.
- To undertake structured marketing activity to promote the benefits of placements and other work experience to prospective employers, exploring opportunities for organisations to develop further links with the wider University.

- To support the development and delivery of an innovative programme of workshops and training sessions for students, designed to optimise engagement with placements and positively impact on graduate outcomes.
- To work closely with colleagues in the wider Work & Opportunities Team to support with and deliver on key projects and activities. Contributing positively to the objectives and overall mission of the team.
- To work closely with colleagues in the wider Careers, Academic Schools and Professional Services teams to maximise the positive impact of the student placement experience.
- To ensure placement and work experience policies and procedures are followed to ensure legal compliance and consistency.
- To support accurate and regular monitoring of placement and other work experience activity in order to track destination information of Loughborough graduates.
- To support the development and maintenance of accurate and engaging placement information and resources for students, employers and staff.
- To work closely with the wider Careers teams, sharing knowledge of students' work experience preferences, employer expectation and supporting relevant events.
- To keep up-to-date with relevant labour market information and trends in recruitment to identify the potential for new relationships and continue to develop services accordingly.
 - To undertake any other training, duties, or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior management.
 - To work closely with other Careers Network Placement Officers to support a number of Academic Schools, student cohorts and academic colleagues.

Points To Note

There may be occasions when the post holder will be required to work outside standard contract hours in response to the needs of the role and to attend recruitment events and similar.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to Work & Opportunities Coordinator – Careers Network

Key Liaison with School Operations Managers, Heads of Department and Placement Officers, Tutors and other administrative staff.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working within a client-focussed service with a strong outcome focus.	1, 3
	Significant experience with administration and computer databases	1, 3
	Experience of working with a wide range of internal and external stakeholders.	1, 3
	Experience of providing information and advice to clients, both one to one and groups.	1,3
Skills and abilities	Good level of interpersonal, communication, negotiating and team-working skills.	1, 2, 3
	Ability to work with autonomy and as an active team member to prioritise objectives and meet deadlines.	1,3
	Ability to provide tailored and effective recruitment support to both employers and students.	1,3
	Ability to develop and deliver high quality and innovative training and workshops to both small and large groups.	1,3
	Resilient character with a focus on continuous improvement and the ability to accept and deliver appropriate challenge from colleagues and senior managers.	1,2,3
	Ability to adapt quickly to strategic changes/challenges and encourage others to do so too.	1,3
	Ability to work collaboratively with internal and external stakeholders and develop strong relationships.	1,3
	Ability to think creatively in finding solutions to challenging problems.	1,2,3
	A detailed understanding of both the needs of students (current and future) and employers and the challenges posed in meeting these needs.	1,2,3
	Training	Commitment to the development of self and others and a willingness to actively participate in a programme of continuing professional development.
Qualifications	Educated to A-level or equivalent	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in the area of placements or other work experience opportunities.	1
	Experience of working within the graduate recruitment process.	1

	Experience of working in a HE setting.	1,3
Qualifications	A degree level qualification.	1

Conditions of Service

The appointment will be on a full time, open ended contract. The salary will be within Administrative Services Grade 5 (£25,627 - £30,497 per annum) with the starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found at: <http://www.lboro.ac.uk/services/hr/a-z/conditions-ofservice.html>

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure--page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcareinformation---page.html> .

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

The university is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general expectation that the successful candidate will spend the majority of time working on campus. (further information is available [here](#)).