

## International Work and Opportunities Coordinator

Job Ref: **REQ230191**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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: MA6**

### Job Purpose

To coordinate and provide day-to-day management for the CN's work experience, opportunity generation and placements activity, in order to maximise student experience and graduate outcomes through meaningful work-based learning opportunities. This role will have a particular focus on the coordination of international opportunities for students and graduates.

### Job Duties

- In conjunction with the Work and Opportunities Manager to establish a new International Work and Opportunity Generation team, expanding the existing Talent Match scheme, developing appropriate processes and KPIs and IT systems. (E.g. Co Tutor, Careers Online)
- To coordinate activity designed to promote and enhance student engagement and participation in placements and other work experience and work-based learning opportunities.
- To provide operational management for the International Work & Opportunities Officer, including day-to-day line management, objective setting and monitoring of key KPIs to ensure a coordinated and efficient service to students and employers.
- To market and promote the benefits of placements and other work experience opportunities both to students and prospective employers, exploring opportunities for organisations to develop wider strategic links with the University through the Research and Enterprise Office.

- To develop and deliver an innovative programme of workshops and training sessions for students and staff, designed to optimise student engagement with meaningful work experience and positively impact on graduate outcomes.
- To work closely with colleagues in the wider Careers teams to ensure the efficient promotion of Talent Match opportunities and efficient matching to relevant students and graduates.
- In conjunction with the Work and Opportunities Manager, to develop and regularly review placement and work experience policies and procedures to ensure legal compliance and consistency.
- To develop accurate and regular monitoring of placement and other work experience activity in order to track destination information of Loughborough graduates, and report findings as requested.
- To coordinate the development and maintenance of accurate and engaging work experience 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 employer events.
- To work with both CN and academic colleagues to ensure that placement advice, guidance and skills development is appropriate to the needs of students and employers.
- To ensure excellence in service delivery, minimising risk for all stakeholders, and maintaining the strong reputation of the University as a leader in the provision of placements and other work-based learning opportunities.
- 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.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Some out of hours (evening and weekends) may be required.

### **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 and Opportunities Manager.

## Person Specification

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 line management responsibility, including setting KPIs and motivating colleagues.	1,3
	Experience of working in the area of placements or other work experience opportunities.	1,3
	Experience of working within a client-focussed service with a strong outcome focus.	1,3
	Experience in the design and delivery of effective and innovative workshops and training, both face to face and online.	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
	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.	1,3
Qualifications	Strong educational background, educated to degree level or equivalent.	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of a general management role in HE.	1
	Experience of graduate recruitment practises.	1
	Experience of working in a Student Services setting.	1,3
	Experience of working with businesses outside of the UK.	1
Qualifications	A postgraduate-level qualification in a support-related function.	1

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management and Specialist Grade 6, £32,348-£42,155 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grade 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/childcare-information---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](#)).