

PLACEMENTS OFFICER

Full time and fixed term until 31 May 2026

Job Ref: REQ250908

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School Summary

[Loughborough Business School](#) is an integral part of Loughborough University's learning offering, covering the disciplines of business, management, finance, accounting and economics. Guided by the ethos of '[Progress with Purpose](#)', our forward-thinking approach to research and teaching empowers staff and students to drive change, both within and beyond the University.

We are consistently ranked as a top 10 UK university in national league tables and Loughborough Business School also holds triple accreditation from AMBA, EQUIS and AACSB. Our position within the higher education sector has been developed by our excellence driven approach and a welcoming, vibrant international community of staff and students. Whether you are an innovative academic aiming to make a difference in the world, or an ambitious professional in search of a rewarding career in higher education, you can make progress with purpose at Loughborough Business School.

Job Description

Job Grade

Administrative Services Grade 5

Job Purpose:

To provide support all aspects of the Business School placement process and to help the Placements Team maintain and develop close links with industry.

To provide support and guidance to students throughout the placement process including extending and enhancing student engagement and participation in placements to maximise the students experience and graduate outcomes.

Duties and Responsibilities:

Students:

- To work closely with staff and students to understand and enhance student motivation and engagement with placements and other work-based learning.
- To support an allocated cohort(s) of students through their placements process, providing positive, encouraging and timely information and advice with all aspects of the application process for placements, internships and other work experience options.
- To provide ongoing service and support to students throughout their placement, anticipating and helping to resolve any problems or challenging issues.
- To conduct individual meetings, group presentations and workshops for students designed to promote and enhance student engagement and participation in placements.

- To create, develop and maintain accurate and engaging placement information and resources for students, employers and staff.

Employers:

- To pro-actively establish, develop and maintain professional working relationships with placement host employers, ensuring excellent customer service is provided at all times.
- To conduct meetings with employers, to build on existing employer contacts and to widen the range of placement opportunities.
- To provide ongoing support to host employers throughout the placement, anticipating and helping to resolve any related problems.
- To liaise with employers, arranging and co-ordinating the organisation of company visits, presentations and recruitment events.
- To keep up to date with relevant labour market information and trends regarding placement and graduate recruitment trends as well as recruitment, assessment and selection practices.

Colleagues:

- To work closely with colleagues in the placements team, providing input into ideas and initiatives aimed at maximising the positive impact on the student placement experience.
- To provide advice and guidance to academic staff with regard to placement visits and ongoing student support.
- As required, to be involved in the recruitment of staff within the placements team, and to provide assistance in the induction and ongoing training of other team members.
- To mentor and supervise others in the team as required by line management, including the delegation and monitoring of work to ensure high quality service delivery.
- Involvement in networking and liaison with placement colleagues across the University; and in relevant university-wide work experience initiatives as appropriate.

General:

- To ensure placement and work experience policies and procedures are followed to ensure legal compliance, and work according to, QAA, HEA and Loughborough University codes of practice for placements.
- Responsible for maintaining relevant placement databases and systems, ensuring that accurate records are maintained, contributing to the management of system updates and generating and interpreting reports and statistical information as requested.
- To undertake any training and other duties commensurate with the nature and grade of the post, as required and agreed with the Placements Manager, demonstrating flexibility and helpfulness as part of the wider professional services team.

Special Conditions:

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.

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 characteristics or level of responsibility entailed.

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](#))

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 the Loughborough Business School Placements Manager.

The post holder may have responsibility for the supervision and guidance of other team members.

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	Previous relevant experience within a university placements environment, careers team or within industry in graduate / placement recruitment.	1,3
	Experience within a student or other client - focussed environment with a strong outcome focus.	1,3
	Experience of dealing with a wide range of internal and external stakeholders in a variety of complex and difficult situations.	1,3
	Experience of providing information and advice to students and other stakeholders both one to one and groups.	
	Significant experience with administration and computer database management.	1,3
	Experience of working in, and organising, a busy office environment.	1,3
Skills and abilities	High degree of personal initiative, using creativity, initiative and judgement in more complex situations, and finding solutions to challenging problems.	1,3
	Excellent interpersonal, communication (written and oral), negotiating and team working skills.	1,2,3
	Ability to work with autonomy, and as an active team member, to prioritise objectives and meet competing deadlines.	1,3
	Ability to adapt quickly to strategic changes/challenges and encourage others to do so.	
	Skilled in the provision of tailored and effective recruitment support to university students and employers.	1,3
	Confident group presentation skills, delivering high quality and innovative training and workshops to both small and large groups.	1,3
	Ability to work collaboratively with a wide range of internal and external stakeholders developing strong relationships and satisfying their, sometimes conflicting demands.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to learn, assimilate, interpret and apply complex new information	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,3
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	A-Levels (or equivalent) plus 5 GCSEs at grade A-C including in Maths and English.	
Other	Discretion, sensitivity and ability to maintain strict confidentiality.	

	Willingness to work outside normal hours if required	1
	Commitment to observing all University's Equal Opportunities and diversity policies all times.	1,3

Desirable Criteria

Area	Criteria	Stage
Qualifications	University degree education	1
Experience	Experience of Loughborough University administrative procedures and IT systems.	1,3
	Experience of the supervising the work, and line management of, others.	1,3

Conditions of Service

The position is full time and fixed term until 31 May 2026. Salary will be on Administrative Service job family grade 5 (£29,588 – £34,610 per annum), at a 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 [here](#).

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/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/>