

Industrial Professional Placements Co-ordinator

Job Ref: REQ260733

The Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the UK's largest engineering schools. It is home to around 250 academic and research staff, 80 professional staff, 1950 undergraduate students, 180 postgraduate MSc students and 160 research students.

Job Description

Job Family and Grade

Administrative Services Grade 5

Job Purpose

To work alongside the Director of Professional Training and the Industrial and Professional Development Team to promote and oversee the management of student placements within the School.

To oversee the administration and development of all aspects of the DIS/DPS placements process and support other industry related business within the School.

To strengthen and promote existing links with employers and professional bodies, identifying suitable opportunities for wider and greater collaboration across the School.

Job Duties

Industrial and Professional Placements

- To manage the placement of Wolfson School students, co-ordinate the administration of the pre-placement and placement years and the administration for returning students.
- To provide support and advice for students in pre-placement and placement years and to act as the first point of contact for queries and complaints from students, parents and/or companies should they arise, referring more serious complaints to the Director of Professional Training.
- To be fully responsible for ensuring that placement companies meet the School and University requirements in terms of suitable job specifications, health and safety requirements, etc., liaising with and advising companies accordingly.
- To co-ordinate and manage the annual cross-School Engineering Placements Fair with responsibility for forward planning, and the co-ordination and logistics of hosting a large-scale event (75+ employers and 1200+ students). This includes liaising with various stakeholders and employers regarding attendance, promoting the event to the student body and providing support on the day.
- To work with the Industrial and Professional Development Team in the delivery of the following:
 - maintainance of the placement database and associated web and LEARN pages;
 - accurate student records including registrations for relevant awards;
 - social media and associated marketing campaigns to promote events, vacancies or opportunities;
 - delivery of information to ensure that students are fully aware of School and University requirements and regulations pertaining to placements; and
 - liaison with colleagues in the Careers Network to arrange specialist sessions on CVs, applications and interview techniques, mock assessment centres and ad-hoc employer presentations.
- To allocate academic supervisors to placement students. Supporting and academic colleagues to ensure timely visits are made and reports both to and from the students submitted by relevant deadlines.

- To support the Director of Professional Training with the annual internal and external quality processes, such as placement module specification updates, Annual Programme Review and accreditation.
- To prepare appropriate reports for Examination Boards in respect of the successful completion of placements, providing sample assessments for scrutiny by external examiners.
- To deliver presentations to students and employers as required.
- To represent the School at relevant University meetings, such as the Placements Advisory Group.

Industrial Relations and Employability

- To proactively engage with industry to promote wider opportunities for collaboration with the School; building new relationships with external partners, seeking new opportunities for placement, research or academic collaboration and promoting partnerships.
- To work closely with relevant School managers and academic colleagues to grow employer links and identify opportunities to engage employers with the curriculum.
- To promote the School's portfolio of activities to our external partners, capitalising on links within the School and upselling services to promote collaboration, i.e. research opportunities, Masters study, Summer internships and graduate employability.
- To oversee and administer the School's Monitored Professional Development Scheme (MPDS) supporting the Director of Professional Training to deliver requirements, assist with updates and prepare relevant reports as required, including preparing for and maintaining accreditation of the scheme.
- To act as the Secretary to the School's Industrial Advisory Board. This will include preparing the agenda papers, taking the minutes at meetings and ensuring that actions are progressed.

General Administration

- To provide cover and support for other colleagues at busy times, and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To undertake training and development deemed appropriate for the position by the School's Head of Operations and/or the relevant line manager.
- To engage with the University's Growth, Learning, Opportunities and Wellbeing (GLOW) Framework.

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 outlined in the document.

Administrative staff within the School will be expected to support and attend key events, such as School Visit Days and Saturday University Open Days, on a rotational basis.

Organisational Responsibility

Reports to the School's Undergraduate Programme Manager.

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 - Criteria measured within the Application
- 2 - Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant previous relevant experience within an appropriate environment relating to influencing / negotiation / developing external contacts and opportunities.	1,2,3
	Significant experience within a student or other customer focussed environment.	1,3
	Experience of dealing with people in a variety of complex and difficult situations.	1,3
	Experience of working individually and as part of a team.	1,3
	Able to develop systems and processes, taking into account multiple factors and analysing complex data.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations.	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,3
	Able to work under pressure and meet competing deadlines.	1,3
	Excellent interpersonal, organisational, oral and written communication skills, including presentations.	1,2,3
	Able to work with accuracy and attention to detail.	1,2,3
	Excellent practical IT skills including Microsoft Office and social media platforms.	1,2,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of the supervision and line management of staff.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g. LUSI, Agresso, Co-Tutor, LEARN and CMIS.	1,3
	Basic understanding of business development and influencing skills	1,3
	Understanding and knowledge of relevant legislation e.g. SENDA, Data Protection Act, Freedom of Information, etc.	1,3
Other	Ability to travel both within the UK and overseas as required	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic and Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.