



Staffordshire University Services Ltd

This post is part funded by the European Social Fund (ESF)

## Job Description

<b>Job title</b>	Placement and Work-Based Learning Project Lead
<b>School/Service</b>	Employer Partnerships
<b>Normal Workbase</b>	Stoke Campus
<b>Tenure</b>	Fixed term until 31 <sup>st</sup> October 2023
<b>Grade/Salary</b>	Full-Time, 1.0 FTE - 37 hours per week
<b>FTE</b>	Grade 6
<b>Date prepared</b>	January 2021

### Job Purpose

To lead Staffordshire University's placement activity in facilitating the creation and identification of work-based learning opportunities for students. To develop placement opportunities for students as part of their degree programme. To provide comprehensive support to the delivery of a University-wide strategy to increase engagement in work-based learning. To liaise with and actively promote our students to employers and other opportunity providers whilst working across a range of internal stakeholders. To support the wider activity of placement activities within the university, improving links with industry and other opportunity providers.

### Relationships

Reporting to: Head of Student & Graduate Employability  
Responsible for: N/A

### Main Activities

- Develop projects and placements for students as well as identifying opportunities for existing relevant programmes, delivering in a flexible learning framework and a blended learning delivery model.
- Work with academic colleagues to identify and develop degree programmes which would accommodate credit and non-credit bearing placements.
- Work closely with the wider Employer Partnerships teams sharing leads and recording contact and relationship information.
- Working within the Career & Personal Development Team to drive and implement the Employability Framework and other activities relevant to the career and sector interests of students.

- Act as a champion for Placements and the implementation of InPlace within the University and promote the benefits of placements to staff, students, parents, employers and other key stakeholders.
- Manage contracts and key relationships in connection with University related projects and placements including compliance with contracts, Health and Safety guidelines and Equal Opportunities.
- Manage contact with students and employers in relation to placement opportunities including marketing and matching of students to placements.
- Deliver presentations to students regarding placements and encourage students to seek support from the Career Studio provide on placements briefs and all aspects of the application process.
- Compile and provide regular reports regarding University project and work-based learning opportunities in line with ESF requirements.
- Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- Contribute to the maintenance of a safe and healthy work environment within the Directorate.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

### **Special Conditions**

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

### **Professional Development**

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### **Variation to Job Description**

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

## Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.