

Role Descriptor

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| Role Title: | Placements Officer (STU24-023) |
| School/Service: | Student Life |
| Normal Workbase: | Your normal place of work is the Stoke Campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business. |
| Grade: | 6 |
| Role Family: | Technical Expert |
| Reporting To: | Placements Manager |
| Responsible For: | None |

Summary of the Role

Deliver interventions to support placement learning and enable delivery of the University's key performance indicators in relation to graduate outcomes, with a focus on one or more areas of activity e.g. graduate projects office; placement learning in the curriculum; co-curricular placement opportunities; work/study abroad and summer schools.

Key Accountabilities

1. Develop and deliver a range of project and placement opportunities against annual set targets for students and graduates; coordinate the matching of students/graduates to placement opportunities, and coaching/mentoring support for students on placement.
2. Develop and deliver a range of activities and caseload management process to encourage, enable and match students and graduates to placement learning opportunities.
3. Develop and maintain effective working relationships with relevant stakeholders such as students and graduates, staff who teach and support learning, employers, and/or study abroad partners, to enable effective learning from placement opportunities.
4. Contribute to delivery of relevant plans; records management and budget administration; and institutional monitoring and reporting in relation to placement learning, including Turing Scheme requirements as appropriate.
5. Continuously maintain knowledge of sector developments and good practices relating to careers education and placement learning.

Role Dimensions

Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Educated to degree level or equivalent

Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Knowledge of work-related learning and its benefits to the career pathways of students
- Experience of delivering projects and placement activities for students
- Experience of developing relationships with academic colleagues to advise and facilitate work-based learning opportunities within credit and non-credit bearing courses
- Experience of developing relationships with external partners and stakeholders including local and national employers
- Experience of supporting service users, including academics, to implement employability initiatives in relation to work-related learning

Core Competencies

As a University we have aligned success, in all roles, to the demonstration of all ten Behavioural Competencies that bring our Values to life. Demonstrating these Behaviours is a critical part of a successful career at the University of Staffordshire. Whilst you are expected to demonstrate all ten behaviours, five core behaviours have been identified as essential for success in the Technical Expert role family as follows:

Self-Aware and Never Stops Learning

Invests time in their own development - seeks feedback and works to role model the University values. Holds their hands up to mistakes and learns from them. Is genuine and straightforward in their dealings with others.

Demonstrates tact and diplomacy in difficult situations, reflecting on the learning in every situation, good and bad.

Service Excellence

Understands their internal and external customers and their wants and needs. Works consistently to deliver a service that exceeds customer expectations. Takes pride in delivering service excellence.

Personal Credibility

Takes pride in doing a great job. Demonstrates energy and commitment in all aspects of the role. Focuses on the things that make the biggest difference to the University, the team and the department.

Leadership

Demonstrates leadership of self or self and others if in a management role. Takes responsibility for own actions and where in a manager/leader role, the actions of their team. Demonstrates the University values consistently in the way they work. Inspires others by their actions.

Digital

Demonstrates a positive approach to working with University systems, software and technology. In an ever-changing environment seeks out opportunities to embrace change using digital skills, software, and technology to improve processes and drive behavioral and organisational change.

Fair and Inclusive • Curious and Daring • Ambitious and Inspirational • Innovative and Enterprising

University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are 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.

Variation to Role Descriptor

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.