

UNIVERSITY OF SUSSEX

1 Advertisement



Post Title: Placements Officer (University of Sussex Business School)
School/department: Student Experience Division – Careers and Entrepreneurship
Hours: Full or part time hours up to a maximum of 36.5 per week. Requests for [flexible working](#) options will be considered (subject to business need).
Contract: Permanent
Reference: 20209
Salary: starting at £28,131 to £32,411 per annum pro rata if part time
Placed on: 05 April 2023
Closing date: 01 May 2023 Applications must be received by midnight of closing date.
Expected interview date: to be discussed
Expected start date: as soon as possible

Steered by the goals of the [University's World Readiness and Employability Strategy](#), the mission of the [Careers and Entrepreneurship](#) team is for all Sussex students to be 'world ready' on graduation. Co-creating with students and colleagues in academic schools, the team delivers engaging careers and entrepreneurship education, alongside a distinctive menu of real world learning opportunities to help students build skills, experience, confidence and employer connections.

The Placements Officer works within the Careers and Entrepreneurship Placements Team. The goal at Sussex is to enable as many students as possible to secure a year-long placement, with a target for year-on-year growth. The Placements Team supports delivery of this target. The role of the Placements Officer is to provide effective and responsive administration of the placement process for Business School undergraduates, postgraduates and employers; and to collaborate closely with colleagues on the annual programme of support for students seeking a placement.

Key responsibilities

1. Line manage the Placements Coordinator, ensuring the postholder is thriving and effective in their role, and resolving the more complex enquiries from staff, students and employers regarding Business School placements
2. Ensure timely and accurate records management for Business School undergraduate and postgraduate placements, alongside compliance with University regulations, employment law and quality standards
3. Provide support to students whilst they are on placement and when they return to campus for their final year of study
4. Collaborate closely with Careers and Entrepreneurship and Business School colleagues, providing data and advice as needed relating to placements

Please contact Emily Huns e.huns@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

2. The Student Experience Division

Student Experience provides a range of support services focused on improving the student experience, both directly to students and to colleagues in Schools and Departments. Further information is available at:

<http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience>

Careers and Entrepreneurship

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4. Job Description

UNIVERSITY OF SUSSEX

Job Description for the post of: Placements Officer

Department	Careers and Entrepreneurship
Section / Unit / School	Division for the Student Experience
Location	Careers and Entrepreneurship (The Library)
Contract	Permanent, full-time or part-time (four or three days a week)
Responsible to:	Placements Manager, Careers and Entrepreneurship
Responsible for:	Placements Coordinator (Business School)

The Placements Officer works within the Careers and Entrepreneurship Placements Team. The goal at Sussex is to enable as many students as possible to secure a year-long placement, with a target for year-on-year growth. The Placements Team supports delivery of this target. The role of the Placements Officer is to provide effective and responsive administration of the placement process for Business School undergraduates, postgraduates and employers; and to collaborate closely with colleagues on the annual programme of support for students seeking a placement.

Key responsibilities

1. Line manage the Placements Coordinator, ensuring the postholder is thriving and effective in their role, and resolving the more complex enquiries from staff, students and employers regarding Business School placements

- a. Foster a culture of trust, encouraging the Placements Coordinator to problem-solve creatively, develop professionally and provide responsive support to the team
- b. Ensure all queries from students, staff and employers relating to Business School placements are resolved swiftly and effectively, empowering the Placements Coordinator to handle most queries, whilst taking responsibility for more complex issues
- c. Ensure that good practice and lessons learned develop swiftly into new good practice, feeding ideas for improvement to the Placements Manager as appropriate

2. Ensure timely and accurate records management for Business School undergraduate and postgraduate placements, and compliance with University regulations, employment law and quality standards

- a. Liaise with employers and students to facilitate timely completion of the necessary compliance paperwork for placements. Understand frequently occurring problems and how to solve them.
- b. Maintain knowledge of Health and Safety, UKVI regulations, student wellbeing and safeguarding, employment legislation and ensure all placements comply
- c. Produce management information for data reporting
- d. Maintain employer records and interactions within Careers and Entrepreneurship's Customer Relationship Management software

3. Provide support to students before, during and after their placement

- a. Collaborate closely with School Placement Tutors (academic staff) and relevant Professional Services staff to help them to support students on placement
- b. Run pre-departure and on-placement student events
- c. Check in with students during the placement period, trouble-shooting and providing support if necessary
- d. Proactively seek feedback from employers and students, recommending courses of action to continuously improve support

4. Collaborate closely with Careers and Entrepreneurship and Business School colleagues, providing data and advice as needed relating to placements

- a. Work closely with colleagues in the Business School to facilitate approval of placements
 - b. Collaborate closely with the Business School Careers Consultant who leads on engaging students with placements, supplying data and information, and supporting engagement activities as required
 - c. Work closely with the Placements Officer for other academic schools, sharing planning and delivery activity
 - d. Listen and respond to Business School agenda and needs, adapting approaches in line with feedback from School colleagues
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- a. Attend School and C&E meetings, sharing reporting data and relevant changes in practice and process
 - b. Disseminate and uphold best placement practice across C&E and Business School as appropriate
 - c. Work closely with Connectors (student staff) co-creating projects in the Placements Team

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

6. Person Specification

Skills/abilities

	Essential	Desirable
Strong collaboration skills (to successfully partner a range of colleagues and stakeholders)	Yes	
Organisation skills (to meet priorities and deadlines)	Yes	
Effective written communication skills, adapting for a variety of audiences	Yes	
Problem-solving (to ensure student enquiries are resolved)	Yes	
Sound judgment (to recognise when a student needs support and take sensible decisions on next steps)	Yes	
Comfortable with data reporting	Yes	
Strong attention to detail (for record keeping purposes)	Yes	
Listening skills (to underpin good collaboration and judgment when supporting students and staff)	Yes	
Information-giving and advice skills (or the potential to develop these skills swiftly with training)	Yes	

IT literate with the flexibility to learn new software	Yes	
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Knowledge

	Essential	Desirable
Placement recruitment practices in the UK		Yes
Knowledge of information and advice practice		Yes

Experience

	Essential	Desirable
Experience in an administration role, preferably in one of the fields of: placements, recruitment, training and development, HR, careers support	Yes	
Experience delivering excellent levels of service to stakeholders or clients	Yes	
Experience providing support to individuals	Yes	
Staff supervision		Yes

Qualifications

	Essential	Desirable
Degree or equivalent	Yes	

Personal attributes and circumstances

	Essential	Desirable
Strong desire to collaborate and work in partnership	Yes	
Flexibility, determination and 'can do' attitude	Yes	
Commitment to continuing professional development	Yes	
Demonstrable enthusiasm for supporting students from diverse backgrounds at the University of Sussex	Yes	

Date: April 2023