

1 Advertisement

Post Title: Placements Engagement Officer (Business School)

School/department: Student Experience Division – Careers, Employability and Entrepreneurship

Hours: Full-time or Part-time hours considered up to a maximum of 1.0 FTE (36.5 hours/ (three days or more a week, and the postholder needs to be available to work on Wednesdays). Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, UK

Contract: Permanent

Reference: 21108

Salary: starting at £28,759 to £32,982 per annum, pro rata if part-time

Placed on: 7th August 2023

Closing date: 31st August 2023. Applications must be received by midnight of closing date.

Expected interview date: To be confirmed.

Expected start date: To be confirmed.

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 Engagement 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. Guided by the Placements Manager and Business School Careers Consultant, the role of the Placements Engagement Officer is to encourage Business School students to consider a placement year, and, once they are engaged, support them to find and compete for placement opportunities.

Key responsibilities

1. Guided by Placements Manager and School Careers Consultant, undertake a range of activities to encourage Business School students to consider a placement year
2. Guided by School Careers Consultant, give information and advice to Business School students (via one-to-one and group sessions) on how to find and compete for placements.
3. Ensure timely and accurate records management for Business School undergraduate and postgraduate placements, alongside compliance with University regulations, employment law and quality standards
4. Collaborate closely with Careers and Entrepreneurship and Business School colleagues, providing data and advice as needed relating to placements

Please contact Elena Di Giorgi, e.di-giorgi@sussex.ac.uk, Placements Manager, 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

Steered by 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. Further information is available at: <https://student.sussex.ac.uk/careers/>

4. Job Description

UNIVERSITY OF SUSSEX

Job Description for the post of: Placements Engagement Officer

Department	Careers and Entrepreneurship
Section	Division for the Student Experience
Location	Careers and Entrepreneurship (The Student Centre)
Contract	Permanent, full-time or part-time (at least three days a week and postholder needs to be available to work on Wednesdays)
Responsible to:	Placements Manager with a dotted line to Business School Careers Consultant
Responsible for:	N/A

The Placements Engagement 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. Guided by the Placements Manager and Business School Careers Consultant, the role of the Placements Engagement Officer is to encourage Business School students to consider a placement year, and, once they are engaged, support them to find and compete for placement opportunities.

Key responsibilities

- 1. Guided by the Placements Manager and School Careers Consultant, undertake a range of activities to encourage Business School students to consider a placement year**

- a. Work closely with the Placements Manager and School Careers Consultant to run a placement preparation programme for second years to encourage them to consider a placement year
- b. Disseminate information to first year students on ways to build experience in preparation for a placement year such as insight days, part-time work and spring weeks
- c. Promote placements and ways to build experience within the curriculum including bitesize sessions and providing digital content for online platforms
- d. Source and disseminate suitable placement vacancies to students throughout the academic year

2. Guided by the School Careers Consultant, give information and advice to Business School students (via one-to-one and group sessions) on how to find and compete for placements.

- a. Provide students with high-quality careers information and support, both in individual and group settings
- b. Conduct workshops on how to build experience, catering to small and large groups. These workshops may be delivered in-person or through online platforms
- c. Conduct one-to-one careers support appointments with students concerning various aspects in placement planning: placements application, preparation to interviews and job application process. One-to-ones may be in person, online or by telephone
- d. Respond promptly and effectively to student queries via email, ensuring collaboration with relevant colleagues to provide comprehensive answers and solutions.

3. 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

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. Collaborate closely with the other Placements Officers for the Business School who support students once they are on placement.
- d. Work closely with the Placements Officer for other academic schools, sharing planning and delivery practice
- e. Listen and respond to Business School agenda and needs, adapting approaches in line with feedback from School colleagues
- f. Attend School and C&E meetings, sharing reporting data and relevant changes in practice and process
- g. Disseminate and uphold best placement practice across C&E and Business School as appropriate
- h. Work closely with Connectors (student staff) co-creating projects in the Placements Team as required

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
Information-giving and advice skills (one-to-one)	Yes	
Comfortable and effective delivering to groups – whether presenting or facilitating	Yes	
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	
IT literate with the flexibility to learn new software	Yes	

Knowledge

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

Experience

	Essential	Desirable
Experience delivering information and advice both one-to-one and to groups	Yes	
Experience of administration	Yes	
Experience delivering excellent levels of service to stakeholders or clients	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	