

1 Advertisement

Post Title: Placements Officer (Business School) x2

School/department: Student Experience Division – Careers and Entrepreneurship

Hours: Full time or part time hours considered up to 1.0 FTE, 36.5 hours per week.

Requests for [flexible working](#) options will be considered (subject to business need).

Contract: Permanent

Reference: 21217 & 21189

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

Responsible to: Placements Manager

Placed on: 18 August 2023.

Closing date: 31 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 Officer (Business School) 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 role of the Placements Officer is to provide effective administration of the placement process for Business School undergraduates, postgraduates and employers; and high quality, responsive support to Business School students whilst they are on placement.

Key responsibilities

1. Provide high quality and responsive support to Business School students whilst they are on placement and when they return to campus for their final year of study
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. 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 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 Officer

Department	Careers and Entrepreneurship
Section / Unit	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)
Responsible to:	Placements Manager, Careers and Entrepreneurship
Responsible for:	N/A

The Placements Officer (Business School) 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 role of the Placements Officer is to provide effective administration of the placement process for Business School undergraduates, postgraduates and employers; and high quality, responsive support to Business School students whilst they are on placement.

Key responsibilities

- 1. Provide high quality and responsive support to students whilst they are on placement and when they return to campus for their final year of study**
 - a. Be the first point of contact for students on placement, regularly checking in with students, trouble-shooting issues and providing support as needed
 - b. Recognise and take swift action when an issue requires referral – for example to wellbeing support or Deputy Placement Convenor
 - c. Review and approve the pre-placement objectives and monthly learning logs that students must submit before and whilst on placement
 - d. Plan, arrange and conduct placements visits to employer sites
 - e. Maximise the value derived from placement visits by gathering quality case studies, headshots and information that can be used in onward communication
 - f. Organise pre-departure and on-placement student events
 - g. Proactively seek feedback from employers and students, recommending courses of action to continuously improve support
 - h. Manage and administer a brief survey to employers and line managers, to gather valuable insights on the performance and experiences of placement students within the organization

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

- a. Build a strong partnership with the Business School Deputy Placement Convenors and Placement Convenor to facilitate approval of placements and refer academic queries from students once they are on placement
 - b. Work closely with other Business School colleagues to troubleshoot issues for students pre-, during or after placement
 - c. 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
 - d. Collaborate closely with the Placements Engagement Officer who supports the Business School Careers Consultant on engaging students in placement opportunities
 - e. Work closely with the Placements Officer for other academic schools, sharing planning and delivery activity
 - f. Listen and respond to Business School agenda and needs, adapting approaches in line with feedback from School colleagues
- 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 where 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
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	

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	

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: July 2023