

1 Advertisement

Post Title: Director of Practice Learning (Global Placements & Employability)

School/department: Global Studies

Hours: Part time hours considered up to a maximum of 0.4 FTE (2 days).

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

Contract: permanent

Reference: 8953

Salary: starting at £35,333 to £42,155 per annum, pro rata if part time

Placed on: 26 July 2022

Closing date: 11 August 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: To be confirmed

The University of Sussex School of Global Studies is seeking to recruit a Director of Global Placements and Employability to join the teaching and learning team. This is a new role to work proactively with colleagues and students in the School to ensure that students have the best opportunity to achieve their educational goals.

The Director will play a pivotal role in promoting student success driving forward ways, to support students to maximize their academic potential. They will provide focused academic advice and guidance to students via 1-1 meetings and workshops.

Applicants will be able to demonstrate experience in managing and developing placement activity, a knowledge of the Global Studies environment as well as demonstrating a commitment to student success and a positive student experience.

Please contact Elizabeth Harrison, Head of School for informal enquiries.

Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.

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.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at [School of Global Studies : Schools and services : University of Sussex](#)

3. Job Description

Job Title:	Director of Practice Learning (Global Placements & Employability)
Grade:	SO7 – Academic and related.
School:	Global Studies
Location:	ArtsC
Responsible to:	Head of School
Direct reports:	n/a
Key contacts:	Students, other members of Faculty within the School and University, School Officers, Careers team.

Role description: The primary focus of the role will be in supporting students within the School, by providing academic support and guidance to students to ensure they have the best opportunity to achieve their educational goals. They will support engagement and progression of students and play a pivotal role in promoting student success throughout their years of study on their academic programme.

Primary Duties and Responsibilities:

PRINCIPAL ACCOUNTABILITIES

1. To contribute to the delivery of high-quality teaching and learning
2. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Learning

- Working with colleagues to devise and implement a successful approach to placements and work experience for all students.
- Strategic input into the School Teaching & Learning Strategy with specific focus on placements and employability to meet the needs of growing undergraduate and postgraduate student numbers.
- Use of data, evidence and stakeholder feedback, to analyse performance and the student experience to deliver continuous improvements and shape service design.
- Lead on the innovation of employability in the curriculum in partnership with the Course and Module leaders.
- Contribute to teaching in a supportive role by providing sessions relating to placements and employability.
- Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

2. Contribution to School & University

- Collaborate with colleagues across the University in relation to placement and employability strategies.
- Work closely with key services to ensure that this role functions effectively in connecting students to appropriate campus resources in a timely manner.
- Attend and contribute to School meetings.
- Engage in activities beyond day-to-day duties, for example Admissions Days.
- Participate in School or University working groups or committees, as required.
- Undertake additional duties, as required by the Head of School within the remit of the role.

3. Role-specific duties

- Lead on supporting Placement activity for UG & PGT students
- Lead on alumni/careers/employability for the school.
- To work directly with students and providers to meet Global Studies taught programme requirements
- To plan and develop effective systems to support the quality assurance of placements and learning opportunities.
- Ensure the implementation of a robust placements risk assessment and due diligence process including out of hours emergency procedures focusing on student well-being and risk mitigation.
- Oversee to a range of externally funded projects to support and enable student placement success including Erasmus, Turing, Santander and Alumni scholarships.
- Undertake and complete administrative duties required in the professional delivery of the role.
- To work alongside the HoS and HoDs to develop plans to support the continuous improvement in placement and student employability in the curriculum.

4. Other

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices

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 level of responsibility entailed.

4. PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (any Global Studies subject area).
2. Excellent interpersonal skills, with the ability to engage with students using a variety of methods.
3. Knowledge and understanding of HE organisation, goals and objectives, and policies and procedures.

4. Experience of working with undergraduate and postgraduate students.
5. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences; and experience in delivering sessions to groups of varying sizes including on an individual basis
6. Ability to work individually on own initiative and without close supervision, and as part of a team.
7. Ability to exercise a degree of innovation and creative problem-solving.
8. Excellent organisational and administrative skills including ability to prioritise and meet deadlines.
9. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge of Global Studies student placements
2. Knowledge and understanding of the role employability in the curriculum

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.
2. Experience of teaching or supervision at postgraduate level.
3. Membership of professional body, if appropriate