Post Title: Placements and Engagement Officer (University of Sussex Business School)
School/department: Student Experience Division – Careers and Entrepreneurship
Hours: Full time
Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 6566
Salary: starting at £26,341 to £30,497 per annum
Placed on: 17 August 2021
Closing date: 08 September 2021. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: TBC

This vacancy is only open to those currently employed by the University.

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 role of the Placements and Engagement Officer is to help grow the number of real world learning opportunities available to University of Sussex Business School students, and to optimize the engagement of students with these opportunities, which include placements, internships and consultancy to business. Working with employers, students and staff, you will help to achieve the University’s strategic aim to ensure that, “Every student has the opportunity to experience real world learning”.

Key responsibilities
- Plan and deliver placement preparation support for Business School students
- Proactively engage with employers to grow the number of work-based opportunities available to students – for example professional placements, internships, and student consultancy (focusing on the preferences and needs of Business School students)
- Proactively engage with employers to source live business challenges for use in the curriculum (to support the expansion of business-focused experiential learning)
- Maximise engagement of Business School students with all Careers and Entrepreneurship support and opportunities, including the flagship Sussex Career Lab Programme
- Liaise with Business School Marketing colleagues to ensure that the rich and diverse range of real world opportunities available to Business School students is captured and communicated internally and externally

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.

**Context**

**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 goals of the University’s [World Readiness and Employability Strategy](http://www.sussex.ac.uk/careers/), 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:

http://www.sussex.ac.uk/careers/

**University of Sussex Business School**

The University of Sussex Business School is a unique research-focused interdisciplinary school, which takes a strong policy-based view on business practices while also developing the underlying core disciplines.

The School is committed to the University’s vision to understand and help address the grand issues of our time, by challenging conventional thinking and discourse, being creative and open in our approach and innovative in our methods in order to produce world-class research with impact. Further information is available at:

https://www.sussex.ac.uk/business-school/

**Job Description**

Job Description for the post of: Placements and Engagement Officer (University of Sussex Business School)

**Department:** Careers and Entrepreneurship

**Section/Unit/School:** Division for the Student Experience

**Location:** Co-located between Careers and Entrepreneurship (in the Library Building) and the Business School

**Grade:** 5
Responsible to: Placements Manager and Careers & Employability Consultant (Business School)

The role of the Placements and Engagement Officer is to help grow the number of real world learning opportunities available to University of Sussex Business School students, and to optimise the engagement of students with these opportunities, which include placements, internships and consultancy to business. Working with employers, students and staff, you will help to achieve the University’s strategic aim to ensure that, “Every student has the opportunity to experience real world learning”.

Key Responsibilities:

1. Plan and deliver placement preparation support for Business School students
   a. Deliver 1-1s and group workshops (in-person and online) to guide Business School students in how to maximise their chance of securing a professional placement
   b. Inform students about the process and timescales involved in applying for placements
   c. Proactively seek feedback from students, analyse and report on feedback, recommend courses of action
   d. Oversee the system that students use to submit their on-placement logs, working with the lead placement tutors to solve any technical issues
   e. Ensure timely and accurate records management and compliance with University regulations, employment law and quality standards
   f. Help students transition back into their final year after a placement year

2. Proactively engage with employers to grow the number of work-based opportunities available to students – for example professional placements, internships, and student consultancy (focusing on the preferences and needs of Business School students)
   a. Proactively grow opportunities with existing employer partners
   b. Identify and follow up opportunities with potential new employer partners – for example through University alumni networks
   c. Work with colleagues in Careers and Entrepreneurship and the Business School to identify any gaps in real world opportunities for Business School students
   d. Support other employer engagement activity in line with the strategic objectives of the Business School and Careers and Entrepreneurship
   e. Proactively seek feedback from employers, contributing to team evaluation and planning
   f. Maintain employer records and interactions within Careers and Entrepreneurship’s Customer Relationship Management software

3. Proactively support the expansion of business-focused experiential learning
a. Support the Careers & Employability Consultant (Business School) in promoting use of live business challenges in the curriculum

b. Support academic leads in the Business School by identifying employers likely to provide briefs suitable for a particular module, persuading these employers to provide a brief

c. Support employers to work up briefs at a suitable level for University students

4. Maximise engagement of Business School students with all Careers and Entrepreneurship support and opportunities, including the flagship Sussex Career Lab Programme

a) Be an active member of the Business School community, attending meetings where appropriate and liaising as required to develop initiatives that engage students with support and opportunities

b) Work with Careers & Entrepreneurship colleagues to identify key Business School staff and student staff able to promote opportunities to students

c) Support the Careers & Employability Consultant (Business School) in student and graduate engagement activity

d) Support the Careers & Employability Consultant and Placements Manager on delivery of the annual Careers and Entrepreneurship/School partnership agreement

5. Liaise with Business School Marketing colleagues to ensure that the rich and diverse range of real world opportunities available to Business School students is captured and communicated internally and externally

a. Support the Careers and Employability Consultant to build and share narrative around employability support and real world opportunities amongst staff in the Business School

b. Capture student success stories and employer feedback and share this with Business School Marketing staff for use in marketing material to prospective students

c. Report to Business School colleagues on the number of Business School students completing real world opportunities

d. Provide timely information on the available range of support and opportunities at Business School meetings and through other School communication channels

Person Specification

Skills/abilities

| Ability to initiate new relationships (e.g. client, stakeholder) | Essential | Desirable |
| Good listening and information-giving skills | Yes | |
| Very strong collaboration skills | Yes | |
| Good oral communication with a range of different audiences | Yes | |
| Organisation skills to meet priorities and deadlines, sometimes under time pressure | Yes | |
| Desk research skills to identify new leads | Yes | |
| Effective written communication skills, adapting for a variety of | Yes | |
### Audiences

| Ability to present to and facilitate a group | Yes |
| Attention to detail (for record-keeping purposes) | Yes |
| IT literate with the flexibility to learn new software | Yes |

### Knowledge

| Placement recruitment practices in the UK | Essential | Desirable | Yes |

### Experience

| Initiating new client or stakeholder relationships | Essential | Desirable | Yes |
| Collaborating with multiple parties | Yes |
| Experience in one or more of the fields of: recruitment, training and development, careers | Yes |
| Experience of working within higher education | Yes |

### Qualifications

| Degree or equivalent | Essential | Desirable | Yes |

### Personal attributes and circumstances

| Strong desire to collaborate and work in partnership | Essential | Desirable | 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 |

Last updated: July 2021