



Candidate Information

Position:	Placement Officer
School/Department:	School of Biological Sciences
Reference:	19/107137
Closing Date:	Monday 18 February 2019
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Tuesday 26 February 2019
Duration:	Two years

JOB PURPOSE:

To generate and to sustain quality placements across postgraduate and undergraduate courses within the School of Biological Sciences and to embed placements as part of the curriculum. Within the placement team Placement Officer initiates, negotiates and maintains relationships between QUB and national and international organisations.

MAJOR DUTIES:

1. To prepare students seeking placement and facilitate their reflection on their placement experience before, on and after placement. Closely monitor students on placement.
2. To negotiate and appraise employer demands for placements and to match these requirements with student aspirations
3. To expand the range and number of work placements for students in the School of Biological Sciences by working proactively with external partners.
4. Secure placement partners which reflect the diversity of programmes offered within the School of Biological Sciences.
5. To work closely with the Biological Science Placement staff and programme co-ordinators to identify opportunities for placements for students at both undergraduate and postgraduate levels.
6. To provide professional and specialist advice, information and assistance to students about work-related learning schemes, including both one-to-one guidance and group presentations/workshops. To make arrangements for hosting employer presentations and interviews where required.
7. To develop student placement preparation workshops for students within the School on courses with integrated placements.
8. To assist with the supervision and monitoring of students throughout the placement period and act as a point of contact for students, staff and employers, providing support and guidance and resolving problems in a timely and effective manner. To conduct placement visits throughout the UK, Ireland and the rest of Europe where appropriate.
9. To assist in the preparation and assessment of students with placements. To assess post placement students as required by Module co-ordinators.
10. To develop and maintain accurate records of students, employers and placement reports, developing appropriate administrative systems to support the placements lifecycle.
11. Gather and analyse market information, trends and competitor developments and disseminate market intelligence, positive PR and marketing stories across the School, the wider university and to prospective students, using a range of mechanisms including social media, web content and the Queen's Virtual Learning Environment.
12. Provide guidance to students relating to: employment contracts, visa regulations, current and local legislation and cultural issues.
13. Work Supervision: Delegate responsibilities to placement admin support staff to meet planned objectives.
14. To assess work-related learning opportunities to ensure they meet the required standards and establish and maintain robust systems to manage information for work-related learning including evaluation, monitoring, quality assurance and risk compliance in the UK, with particular emphasis internationally while meeting QAA requirements.
15. To conduct placement & pre placement visits at home and abroad.
16. To liaise with colleagues in the Faculty of MHLS, other Schools; Careers Service, ISS and placement employers.
17. Liaise with School Management in relation to budget to support placement activities.

18. To undertake any other duties that may arise in relation to this post.

Planning and Organising:

1. Work closely with the School Work Placement and Careers Adviser as well as academics to identify opportunities for placement learning within the curriculum.
2. Plan short term and medium-term developments in relation to placement opportunities to support the objectives of the School and the Faculty more broadly.
3. Prioritising workload to meet the competing demands of the role.

Resource Management Responsibilities:

1. Responsible for advertising placement opportunities, monitoring and supporting the progress and performance of placement students.
2. Regular contact with placement employers and students.
3. Liaise regularly with the careers employability and skills service, work placement staff and academic and non-academic staff within the School and the University as a whole.

Internal and External Relationships:

1. Attend work placement visits to employers and students both at home and abroad.
2. Initiate contact and undertake extensive negotiations with prospective employers to establish student placements.
3. Liaise with employers to facilitate the work placement experience for students.
4. Work with colleagues in other Schools across the University to facilitate work placements.
5. Liaise with colleagues in the Faculty of MHLS and other Directorates in the University.
6. Liaise with students and colleagues in the School at both undergraduate and postgraduate level.

ESSENTIAL CRITERIA:

1. A Primary or higher degree in a relevant area
2. 3 years recent relevant experience to include experience in the following:
 - Working with students and/or employers
 - Sourcing, developing and managing placement/work based learning provision
 - Building relationships with employers and other relevant stakeholders in the development of employability programmes
3. Experience of design and delivery of training and development programmes
4. Experience of assessing graded work for submission to an Awarding Body.
5. Proven ability to analyse, visualise and interpret data related to the programmes.
6. IT skills with strong knowledge of Microsoft Office suite. Comfortable in the use of various Social Media channels.
7. Experience of analysing complex information and contributing towards decision making.
8. An understanding of the rapidly changing operation and culture of higher education in the UK and NI and, in particular, of developments which impact on the work-related learning experience
9. Excellent oral and written communication and interpersonal skills to establish effective working relationships with colleagues, students and stakeholders
10. Ability to communicate information and ideas effectively
11. Effective in planning, organising and managing own work in both short and medium term
12. Must be a team player and be able to negotiate and consult with all those engaged internally and externally within the placement space
13. Ability to work effectively with staff and students
14. Must be able to work flexibly to meet the needs of the placement service and be willing to undertake external visits
15. May be required to work irregular hours as reasonably required

DESIRABLE CRITERIA:

1. A relevant professional qualification.
2. A Primary or Higher Degree in a Life Science Area.
3. Experience of design and delivery of HE/FE modules
4. Experience of HE/FE
5. Full driving licence and access to transport or ability to meet the mobility requirements of the post.