



Candidate Information

Position:	Placement Officer (Grade 7)
School/Department:	Queen's Management School
Reference:	19/107543
Closing Date:	Monday 1 July 2019
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Friday 2 August 2019

JOB PURPOSE:

To work within the Management School Placement Team the post holder will be required to generate and to sustain quality placements and to embed placement learning as part of the curriculum and support students through the placement process. The Placement Officer initiates, negotiates and maintains relationships between QUB and a portfolio of national and international organisations.

MAJOR DUTIES:

1. To prepare students seeking placement and facilitate their reflection on their work-related learning experience before, on and after placement. Closely monitor students on placement.
2. To create, negotiate and appraise employer demands for placements and to match these requirements with student aspirations.
3. To design, develop, deliver and support placement programmes in order to prepare students for placement. This will include a module extending across nine months of placement and involves self-assessment of performance while on placement, reflection and objective setting for each placement phase.
4. To lead student placement preparation workshops for students within the School on a mandatory placement and also internships.
5. To assist in the preparation and assessment of students with placements. To assess placement students through assignments in order to meet the requirements of the Placement Learning Module.
6. To provide guidance and support to students with additional needs.
7. Provide guidance to students relating to: employment contracts, visa regulations, current and local legislation and cultural issues.
8. Work Supervision:
 - a) Manage/supervise the placement support staff to ensure delivery of a high quality placement service.
 - b) Delegate responsibilities to the placement support staff to meet planned objectives.
9. 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.
10. To provide career support to postgraduate students.
11. To facilitate the expansion of a quality approach to placement development and learning.
12. To conduct placement & pre placement visits at home and abroad.
13. To liaise with colleagues in the Faculty of AHSS, other Schools; Careers Service, ISS and placement employers.
14. To manage the School Placement Budget.
15. To undertake any other duties that may arise in relation to this post.

Planning and Organising:

1. Plan short and medium-term developments in the Placement Office to support the aims and objectives of the School.
2. Develop and determine the activities in the Placement Office by prioritising in order to meet targets.
3. Day-to-day oversight and leadership for work-related learning projects.

Resource Management Responsibilities:

1. Manage School Placement budget.
2. Responsible for recruiting, monitoring and supporting the progress and performance of the placement support staff and placement students.
3. Regular contact with placement employers and students.
4. Liaise regularly with careers service, work placement unit 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 with regards to students on joint degrees.
5. Liaise with colleagues in the Faculty of AHSS 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
2. 3 years recent relevant experience in the following:
 - Working with students and employers
 - Sourcing, developing and managing placement provision of at least 3 months in length.
 - Experience of HE/FE and the student learning experience
 - Building relationships with employers and other relevant stakeholders in the development of student employability
 - Experience working with students with additional/complex needs in a supportive capacity.
 - Experience of assessing graded work for submission to an Awarding Body.
 - Experience of working in the education/training sector, including delivery of teaching/training
3. Exceptional IT skills with strong knowledge of Microsoft Office suite
4. Experience of analysing complex information and contributing towards decision making.
5. A comprehensive knowledge and understanding of the rapidly changing operation and culture of higher education and, in particular, of developments which impact on the work-related learning experience
6. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships with a wide range of colleagues, students and stakeholders
7. Ability to communicate information and ideas effectively
8. Effective in planning, organising and managing own work in both short and medium term
9. Must be a team player and be able to negotiate and consult with all those engaged internally and externally within the placement space
10. Ability to work effectively with staff and students
11. Must be able to work flexibly to meet the needs of the placement service and be willing to undertake external and overseas visits
12. May be required to work irregular hours as reasonably required

DESIRABLE CRITERIA:

1. A relevant professional qualification
2. Experience of design and delivery of HE/FE modules
3. A recognised careers qualification e.g. DipCG, NVQ level 4
4. Experience of working with postgraduate students.
5. A second European language Spanish, French or Mandarin (working knowledge)
6. Experience of working with and understanding international business culture
7. Knowledge of executive labour market trends
8. Current driving licence and access to car