**Job description**

**Date last reviewed**: August 2019

**Faculty:** All

**Title of post**: Partnerships and Placements Manager

**Grade of post**: 10

**Post numbers**: 17715 (HLS), 17723 (HSS)

**FT or % P/T**: FT

# Permanent/Temporary: Permanent

**Principal location of work**:

**Immediate line manager**: Head of Operations

**Staff managed**: Partnerships and Placements Administrator/s

 Partnerships & Placements Officer/s

**Qualifications required for post**:: Degree or significant relevant experience.

**Experience required for post**: A knowledge and understanding of the role of placements, partnerships and work experience in enhancing and developing the student experience and employability; experience of managing a high-performing team, working to strict quality standards and deadlines; advanced database/spreadsheet skills; proven communication, interpersonal and organisational skills; substantial and demonstrable administrative experience.

**Overall purpose of post:** To work collaboratively at all levels across the Faculty and wider university with internal and external stakeholders to create, develop and manage the provision of high quality partnerships, placements and voluntary activity for students. To ensure effective administration and support for all users of the service.

**Main duties:**

**Business Planning & Analysis**

1. To facilitate Faculty and University strategic employability objectives that fall within the field of partnerships and placements.
2. To produce as required complex analysis and management data relating to placements on a regular basis (eg. weekly, monthly, annual reports) to inform Faculty quality groups’ (eg. TLEC) decisions and those of external partners, PSRBs, etc.
3. To identify and manage all aspects of student placement activities in a timely and professional manner. Where required, in conjunction with academic staff, negotiate and secure placement opportunities or contracts with external partners; supporting academic staff in adapting requirements and ensuring compliance with internal and external quality standards and deadlines, including those from professional bodies where relevant.
4. To oversee the operational planning of compulsory placements within fixed, non-negotiable deadlines. To include planning resources on a yearly cycle accounting for fluctuations in student numbers and external factors. Identify methods of addressing any shortfalls and negotiate with relevant placement partners/areas to rectify the position. Collaborate with academic colleagues and external partners to ensure business continuity plans when faced with shortfalls.
5. To oversee the provision of administrative service for any areas involved in building relationships with companies; such as short courses, conferences and study days related to partnerships and placements.

**Operational Management for Placements**

1. To work as a member of the Faculty Employability Working Group, along with senior staff, to establish new and existing relationships with employers to support placement opportunities. To provide expert advice on UK and overseas placements, including securing placements and overseeing their set-up and ongoing management, reinforcing the internationalisation and employability agendas, enhancing the profile of the University, Faculty and students.
2. To provide professional advice and information both written and verbal on all aspects of placement preparation. (eg. lectures, workshops, guidance documents and one to ones in areas such as CV advice, briefings and interview techniques in specific discipline areas) to ensure a clear understanding of statutory, university and employer requirements and regulations.
3. To provide Faculty staff, students and other relevant bodies with documentation and advice to support students on the placement element of their programmes. In particular, ensure students undertaking placements are provided with a single point of contact to assist students, academics and external placement providers’ with issues on placement.
4. To collaborate with academic staff (new placement opportunities), or working within established processes (current/ongoing opportunities) approve all placements and other identified placement mechanisms (e.g. internships/work experiences).
5. Where required, understand relevant claim schemes for placement expenses, act as signatory for claims (eg. catering, petrol claims and print requirements), monitor the Partnerships and Placements budget, validate and maintain records of financial claims for audit and analysis purposes and act as signatory on delegated accounts.

 This includes providing training to groups of students prior to their placements commencing.

1. To manage the financial administration (including setting up suppliers, POs, ensuring invoices are raised and paid, resolving payments problems) and cost recovery for the University’s payment of educational grants to placement organisations and practice educators, supporting students’ placements; ensuring business continuity for courses dependent on the income stream.
2. To collaborate with the careers service and other faculties to ensure the development of effective strategic approaches when working with external organisations in regards to the provision of all student placements.

**Resource Management**

1. To act as line manager to designated staff, including dealing with recruitment and selection, staff development, performance management, PDRs and other personnel issues.
2. To manage, monitor and develop database systems, on-line social networks and virtual environments to support the employability activities of the Faculty and the wider University.

**Quality Assurance and Health & Safety Management**

1. To ensure the quality of professional placements and work-based training programmes with reference to internal University policies, HSE, QAA, ASET, PSRBs and other relevant Codes of Practice.
2. To manage and ensure professional body and student progress requirements are maintained with departmental placement visits involving academic staff.
3. To act as Faculty signatories to maintain compliance with all relevant internal and external standards and requirements, liaising with relevant external bodies and University staff as appropriate for example:

University processes: Erasmus+, Tri-partite agreements, Placement and H&S approvals within agreed guidelines

External processes: DBS signatory and ensuring that students are issued with the mandatory documentation/identification, Occupational Health checks, Fitness to Practise etc.

1. To oversee, ensure and/or carry out risk assessments for all placement/work experience activity, provide support to academic staff and training for all students for placement related activity.

**Communications and Student Support**

1. To ensure current data protection standards are maintained in relation to all placement management and administration.
2. To ensure regular and effective high level standards of communication to meet the needs of students, placement providers, University staff, PSRBs and non-departmental bodies are maintained.
3. To represent the Faculty in the promotion and presentation of partnership and placement activity at external recruitment initiatives when necessary eg. Open Days, Applicant Days, Careers Fairs, infozone/pop-up events etc
4. To contribute towards the delivery of any Faculty based strategies for partnerships, placements and volunteering and be an active member of relevant employability committees.

**Other Responsibilities**

1. To undertake any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

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| **Post Title: :** Partnerships and Placement and Manager |  |
| **Post Number:** 17715, 17723, 17707 |  |
| **Dir/Fac:** All |  |
| **Date reviewed:** August 2019 |  |
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| **Person Specification Criteria** | **ASSESSMENT METHOD - Application (A) Interview (I)Skills Test (S)** |
| **Essential Education /Training** |  |
| Degree or significant relevant experience |  |
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| **Essential Relevant Experience** |  |
| Substantial demonstrable administration experience |  |
| Successful project management experience |  |
| Significant management of staff |  |
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| **Essential Relevant Skills and Aptitudes** |  |
| Strong influencing & negotiating skillsAbility to work closely with, and influence senior and academic staffAble to represent, champion and promote the Faculty and University, internally or externally e.g. with professional or funding bodiesAble to manage key partnerships within the University, with Professional bodies and organisations providing placements.Ability to independently manage a demanding workload with competing priorities and meet challenging deadlinesExcellent written and oral communication skillsExcellent project management skills, including demonstrable organisational and management skillsDemonstrable organisational and time management skillsAbility to work effectively on own initiative |  |
| Demonstrable problem solving skills and ability to identify new opportunities and creative solutionsAble to successfully organise and motivate a team of staff |  |
| Able to promote and develop a service orientated approach within teams, in response to student and stakeholder needsStrong data analysis and interpretation skills, including ability to analyse large data sets.Able to interpret complex policies and proceduresAn understanding of employability in a Higher Educational settingUnderstanding of the UK and where required, the international labour market and opportunities to develop student placements. |  |
| **Essential Special Requirements** |  |
| Able to maintain confidentiality with respect to student and staff information |  |
| An awareness of data protection and Health & Safety legislation |  |
| Must be able to work occasional weekends and evenings to support Open Days and other student events |  |

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| **Desirable Education /Training** |  |
| Relevant Degree in subject area or relevant post experience qualification  |  |
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| **Desirable Relevant Experience** |  |
| Good knowledge and understanding of the role of placements, partnerships and work experience in enhancing and developing the student experience |  |
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| Good knowledge and understanding of HE systems and procedures for academic and student support |  |
| Experience of budget monitoring |  |
| **Desirable Relevant Skills and Aptitudes** |  |
| Experience of using databases and CRMs |  |
| An understanding of the University’s strategic objectives and how these relate to placement and partnership support servicesAble to interpret complex policies and procedures in the context of supporting students’ placements. |  |
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| **Desirable Special Requirements** |  |
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| **Other** |  |