**Job description**

**Date last reviewed:** August 2013

**Faculty:** All

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

**Grade of post:** Grade 8

**Post numbers:** 17715, 17723, 17707

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

**Permanent/Temporary:** Permanent

**Principal location of work:**

**Immediate line manager:** Head of Administration & Support Services

**Staff managed:** Partnerships and Placements Administrator

**Qualifications required for post:** A levels or significant relevant experience.

**Experience required for post:** Substantial demonstrable administration experience; experience of supervising staff; experience of working to strict deadlines in a high-performing office team; database/spreadsheet skills; excellent communication, interpersonal and organisational skills. A knowledge and understanding of the role of placements, partnerships and work experience in enhancing and developing the student experience would be desirable.

**Overall purpose of post:** To provide a comprehensive administrative service for all work, projects and courses that fall within the field of student placements, partnerships and academic activity and to work closely with academic staff to develop the placement and voluntary activity for students on faculty programmes

**Main duties:**

1. Provide an effective, efficient and comprehensive administrative service for all work, projects and courses that fall within the field of student placements, partnerships and academic activity to facilitate a team approach to the work. Provide management information as requested.

2. Act as line manager to designated staff, including dealing with recruitment and selection, staff development, performance management, PDRs and other personnel issues.

3. Manage all aspects of administration relating to student placements, including for example: equitable spread of experiences as directed by the relevant professional bodies; monitoring and evaluation of, and reporting on data, relating to placements; contributing to the development of audit tools; ensuring data protection standards are met; ensuring effective systems are in place to provide high level...
standards of communication to meet the needs of students, placement providers and Faculty staff.

4. Engage with the development of database systems, on-line social networks, virtual environments etc. to support the activities of the Office.

5. Plan placement resources on a yearly cycle, taking projected commissions and other fluctuations in student numbers into consideration. To identify methods of addressing any shortfall and to negotiate with relevant placement partners/areas to rectify the position.

6. Ensure and monitor the quality of the placement programme with reference to QAA, ASET and other relevant Codes of Practice and apply best practice.

7. Where required ensure that students are issued with the mandatory documentation/identification to ensure compliance with DBS, Occupational Health checks, Health and Safety guidelines etc., liaising with relevant external and internal staff as appropriate.

8. Liaise with and advise relevant academic staff and students to ensure all necessary risk assessments are undertaken for placement related activity. Liaise with personnel from external bodies in relation to students’ placements and practice. Prepare regular student and external stakeholder newsletters and bulletins.

9. Where relevant provide an administrative service for any short courses, conferences and study days related to placements and partnerships activities, including catering arrangements, circulating notices of events, monitoring responses, preparing delegate packs, etc. To administer relevant committee meetings, including convening, servicing and actioning minutes.

10. Arrange appointments and visits and provide advice and information on all aspects of placements. Provide Faculty staff, and other relevant personnel, with necessary paperwork to support the students on the practice element of their programmes.

11. To engage in the promotion of all Faculty partnerships & placements, marketing and promotional activities

12. Where relevant, have an understanding of relevant claim schemes for placement expenses in order to provide advice to students and staff on the process. (This will include giving presentations to groups of students prior to their placements.) To validate and maintain records of financial claims for audit and analysis purposes.

13. Working with academic staff, generate and approve all sandwich placements and other identified placement mechanisms (e.g. internships) and where relevant establish and maintain relationships with employers to support the placement process. Ensure students undertaking placements are provided with advice, guidance and on-going support.

14. Work with senior staff, contributing to the internationalisation, employability and civic and community engagement agenda for the University and to engage with volunteer and community based organisations to enhance the profile of the Faculty and its students.

15. Support the delivery of any faculty based strategies for partnerships, placements and volunteering (e.g. WAVES)

16. Liaise with the careers service and other faculties to ensure effective coordination when working with external organisations in the provision of all student placements.

17. 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.

18. To monitor the Partnerships and Placements budget.
**Person specification**

**Faculty:** All except TDE

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

**Starting salary:** Grade 8

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<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>1. Education/Training</td>
<td>A level or significant relevant experience</td>
<td>Degree or relevant post-experience qualification desirable.</td>
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<tr>
<td>2. Relevant Experience</td>
<td>Substantial demonstrable administration experience</td>
<td>Good knowledge &amp; understanding of the role of placements, partnerships and work experience in enhancing and developing the student experience</td>
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<td>Successful project management experience</td>
<td>Successful line management experience</td>
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<td>Successful supervision of staff</td>
<td>Good knowledge and understanding of HE systems and procedures for academic and student support</td>
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<td>Experience of budget monitoring</td>
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<td>3. Relevant Skills/Aptitudes</td>
<td>Ability to work effectively on own initiative</td>
<td>Experience of using databases</td>
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<td>Ability to work closely with, and influence senior and academic staff.</td>
<td>An understanding of the University’s strategic objectives and how these relate to placement and partnership support services</td>
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<td>Excellent written and oral communication skills.</td>
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<td>The ability to promote a service orientated approach within teams, in response to student and stakeholder needs</td>
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Able to successfully motivate and organise a team of staff.  
Excellent organisational and time management skills.  
Able to represent, champion and promote the Faculty and University, internally or externally e.g. with professional or funding bodies.  
Demonstrable IT skills with an ability to use software packages appropriate to an office environment  
Experience of using databases  
An understanding of the University’s strategic objectives and how these relate to placement and partnership support services |