

JOB DESCRIPTION
Ref: N1463

Job Title:	Student Employability Officer	Present Grade: 6P
Department/Faculty:	Faculty of Science and Technology	
Directly responsible to:	Student Employability Officer	
Supervisory responsibility for:		
Other Contacts:	<p>Internal: The Business Partnerships and Enterprise Team, faculty knowledge exchange staff, academic and administrative staff, staff in Research and Enterprise Services and Central Services, Careers , postgraduate and undergraduate students.</p> <p>External: Prospective employers of our graduates, personnel in businesses providing placement opportunities, funders of placement programmes (research councils, regional government), partner organisations mediating placements.</p>	
Major Duties:	<p>To take day-to-day responsibility together with departmental colleagues across science and technology to develop and implement departmental plans to increase the number of industrial placements and project opportunities available to Science & Technology students.</p> <p>Support the development of a wider programme of employer engagement activities to increase student employability (e.g. departmental employer talks, support to departmental careers tutors.)</p> <p>Work with targeted departments and Careers to build on the successful Faculty Internship Programme and extend the opportunities to include a year in industry.</p> <p>Interviewing students together with business partnership and academic staff to allocate student placements.</p> <p>Working with the Faculty Graduate School Manager and wider team to develop employer-based experiences for postgraduate research students.</p> <p>Organisation of induction training sessions prior to placement.</p> <p>Liaison with Careers, LUSU and RES to ensure science and technology students are well supported by the service provision from these parts of the university (e.g. volunteering opportunities, participation in the Lancaster Award programme and activities developed by the university's Enterprise Champion.)</p> <p>Monitoring of all students on placement (including liaison with partner companies, academic staff and students where necessary).</p> <p>Responsibility for the use of standard processes governing health and safety procedures, IPR management and professional liability issues.</p> <p>Appraisal of the impact of employability experiences on recruitment and destination of undergraduate and postgraduate students and the impact of this on key information sets and league table performance.</p> <p>Work with Business Partnerships colleagues to develop internships in to collaborative research opportunities.</p> <p>Any other duties consistent with the nature and grading of the role as agreed by the Operations Manager.</p>	