

**JOB DESCRIPTION**

**Faculty Placements Officer**

**Vacancy Ref:**

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| **Job Title**: Faculty Placements Officer  | **Present Grade**: 6S |
| **Department/College**: Faculty Office, Faculty of Arts and Social Sciences (FASS) |
| **Directly responsible to**: Faculty Student Experience Manager |
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| **Supervisory responsibility for**: Faculty Placements & Internships Co-ordinators  |

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| **Other contacts****Internal**: Faculty staff engaged in employability and placement activity, departmental academic and administrative staff, Careers and Employability Consultant, Careers, colleagues in Research and Enterprise Services and Central Services, and undergraduate students.**External**: Prospective and existing placement year hosts for students, organisations (includingbusinesses) providing placement opportunities and partner organisations mediating placements. |
| **The Role:** The post holder will support undergraduate placement year activity within FASS in line with the Faculty’s strategic objectives. **Major Duties:*** To work with departments within FASS to design and develop embedded placement and project opportunities within the curriculum, including the FASS Placement Year and individual modules;
* Organisation (and delivery where appropriate) of Work Based Learning sessions as part of the FASS Placement Year;
* Working with partners (established and prospective) to develop a range of paid placement opportunities with external organisations (private, public and grant maintained) as part of the FASS Placement Scheme;
* Promoting the Faculty’s placement/project offering at recruitment events e.g. Open Days, Visit Days;
* Application, and sharing good practice, of Health & Safety and risk assessment procedures relating to placements and their effective monitoring and review (complementing those established by the University Safety Office);
* Maintaining and expanding the quality assurance aspects of placement management to underpin and enhance the relationship(s) with host organisations;
* To offer placement development advice and support to staff and students;
* Developing resources for departments to help reduce barriers to the development of placement components to UG and PG courses;
* Coordinating faculty based placement activity with other Careers facilitated activity;
* Supporting departments to (further) develop practices and structures to allocate and manage student placements;
* Encouraging and facilitating self-reflection by students regarding their placement (both before and after the period spent with the host organisation);
* Organisation (and delivery when appropriate) of induction training sessions prior to placement;
* Gathering of post-placement evaluation data from hosts and students;
* Ongoing monitoring of, and compilation of reports on, extent of placement activity;
* To conduct annual progress reviews of placement development for consideration by relevant committees e.g. PRC;
* Any other duties consistent with the nature and grading of the role as agreed by the Faculty Student Experience Manager.
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