

**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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| **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 (including  businesses) 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. | |