

Job Description and Person Specification

JOB DESCRIPTION

Post title:	Placement Officer		
Academic Unit/Service:	Southampton Business School		
Faculty:	Faculty of Social Sciences		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
*ERE category:	n/a		
Posts responsible to:	Team Leader in Placement Office		
Posts responsible for:	n/a		
Post base:	Office-based		

Job purpose
<ol style="list-style-type: none"> 1. To work as part of Southampton Business School's Placement team supporting existing student placement programmes amongst our undergraduate cohort. 2. To work with students before and during placement, providing specialist advice and guidance to help them succeed in a competitive selection process and to develop in the workplace. 3. To work closely and build strong working relationships with local, national and international employers to encourage them to provide placements for students in the school 4. To provide effective and efficient administrative support to the Placement Team

Key accountabilities/primary responsibilities	% Time
1. To provide detailed advice and guidance to students before and during placement, using judgement to suggest suitable options and to engage stakeholders	35 %
2. To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change.	10 %
3. To visit undergraduate students on placement in the workplace, providing guidance and feeding back to colleagues within Southampton Business School.	10 %
4. To organise placement-related events, ensuring all activities run efficiently by co-ordinating diaries, booking venues, and supplying relevant information.	5 %
5. To undertake Agresso financial administration processes and provide support to management with budget monitoring processes.	5 %

Key accountabilities/primary responsibilities		% Time
6.	To regularly engage and liaise with external organisations to create placement opportunities for students in Southampton Business School	15 %
7.	To keep relevant documents up to date, including a placement handbook for students, information packs for placement providers and other materials for students, staff and providers.	5 %
8.	To introduce and maintain innovative methods of engaging students through digital communications	10%
9.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships	
<p>Internal</p> <ul style="list-style-type: none"> • Academic colleagues in Southampton Business School • Liaison with other potential stakeholders in the University including other Faculties and staff in student administration <p>External</p> <ul style="list-style-type: none"> • Prospective placement providers including local, national and global employers and other organisations 	

Special Requirements
<ul style="list-style-type: none"> • Ability to work flexibly including some evenings and weekends. • To travel and undertake visits to local and national placement providers and to attend placement events.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.</p> <p>Able to apply a comprehensive understanding of relevant University systems and procedures, and an awareness of activities in the broader work area.</p> <p>Able to make effective use of standard office computer systems including word-processing and spreadsheets.</p>	<p>Relevant degree (or equivalent qualification or experience).</p> <p>Financial administration/budget monitoring experience.</p> <p>Experience of providing advice and guidance to stakeholders.</p> <p>Experience of using publishing packages (e.g. InDesign)</p>	Application and interview
Planning and organising	<p>Able to plan and prioritise a range of one's own, and the team's, standard and non-standard work activities.</p> <p>Able to successfully plan and deliver administrative projects over a period of several months (e.g. to co-ordinate an event).</p>		Application and interview
Problem solving and initiative	<p>Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.</p> <p>Positive attitude to working in an office committed to continuous improvement</p>		Application and interview
Management and teamwork	<p>Able to solicit ideas and opinions to help form specific work plans.</p> <p>Able to positively influence the way a team works together.</p>		Application and interview
Communicating and influencing	<p>Able to elicit information to identify specific stakeholders needs.</p> <p>Able to offer proactive advice and guidance.</p> <p>Able to deal with sensitive information in a confidential manner.</p>	Able to establish and maintain relationships with external providers.	Application and interview

Other skills and behaviours	Able to acquire and apply a comprehensive understanding of UK recruitment practices		Interview
Special requirements	Able to travel to sites as required by the role	Access to own vehicle and driving licence	Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			