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| Last updated: | 28/02/2023 |

**JOB DESCRIPTION**

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| Post title: | **Placement Officer** | | |
| Standard Occupation Code: (UKVI SOC CODE) | TBC | | |
| School/Department: | Southampton Business School | | |
| Faculty: | Social Sciences | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Placement Advisor in Placements Officer | | |
| Posts responsible for: |  | | |
| Post base: | Office-based based (see job hazard analysis) | | |

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| Job purpose |
| 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 |
| --- | --- | --- |
|  | To provide detailed advice and guidance to students before and during placement, using judgement to suggest suitable options and to engage stakeholders. Maintain regular contact throughout the placement in line with UKVI regulations. | 30 % |
|  | To regularly engage and liaise with external organisations to create placement opportunities for students in Southampton Business School | 15 % |
|  | To visit undergraduate students on placement in the workplace, providing guidance, including pastoral support where needed, and feeding back to colleagues within Southampton Business School. | 15 % |
|  | To introduce and maintain innovative methods of engaging students through digital communications, maintaining web-based and social media resources to support students and placement providers. Ensure that these are kept up-to-date, relevant, and appropriate for the different audiences. | 10 % |
|  | To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified, and implementing agreed change. | 5 % |
|  | To organise placement-related events, ensuring all activities run efficiently by co- ordinating diaries, booking venues, and supplying relevant information. | 5 % |
|  | To undertake Agresso financial administration processes and provide support to management with budget monitoring processes. | 5 % |
|  | 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 % |
|  | To monitor and administer a placement database. Ensure this is up to date including placement opportunities. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Internal   * Academic colleagues in Southampton Business School * CEPAR * Liaison with other potential stakeholders in the University including other Faculties and staff in student administration   External   * Prospective placement providers including local, national, and global employers and other organisations * Liaise with relevant professional bodies: ASET, PlaceNet, RateMyPlacement. |

| Special Requirements |
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| * 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 including the university visit and open days. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Able to appreciate University priorities and to apply these in managing work outcomes.  Able to make effective use of standard office computer systems including word-processing and spreadsheets.  Experience of providing advice and guidance to stakeholders. | Relevant degree (or equivalent qualification or experience).  Financial administration/budget monitoring experience.  Experience of using publishing packages (e.g. InDesign) |  |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Able to successfully plan and deliver administrative projects over a period of several months (e.g. to co- ordinate an event).  Proven ability to work well with minimum supervision. |  |  |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative  Able to tackle situations in new ways and develop improved work methods.  Committed to continuous improvement able to review current ways of working |  |  |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to adapt well to change and service improvements. |  |  |
| Communicating and influencing | Able to elicit information to identify specific stakeholders needs.  Able to offer proactive advice and guidance.  Able to deal with sensitive information in a confidential manner. | Able to establish and maintain relationships with external providers. |  |
| Special requirements | Able to travel to sites as required by the role | Access to own vehicle and driving licence |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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| **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 |  |  |  |