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| Last updated: | May 2024 |

**JOB DESCRIPTION**

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| Post title: | **SEPnet Employer Engagement Officer** |
| Standard Occupation Code: (UKVI SOC CODE)  | TBC 242X – Depends on Specialist Area and Key Accountabilities |
| School/Department: | School of Physics & Astronomy / South East Physics Network (SEPnet) |
| Faculty: | Faculty of Engineering and Physical Sciences |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | N/A |
| Posts responsible to: | Head of School Physics and Astronomy / SEPnet Director of Employer Liaison |
| Posts responsible for: | N/A |
| Post base: | Office-based |

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| Job purpose |
| * To work as part of the School of Physics and Astronomy (P&A) with regional employers and university careers and placement services, to align SEPnet activities with institutional needs, thereby enhancing employability prospects of P&A undergraduate (UG) and postgraduate research (PGR) students
* To build relationships with local employer bodies and employers, coordinate UG and PGR internships, source host employers and facilitate knowledge exchange opportunities
* To evaluate physics students’ engagement with employers
* To organise and facilitate employer contributions to UG curriculum and SEPnet Graduate Network programme
* To work with SEPnet to evaluate and address widening participation issues
* To track destinations of UG and PGR students to enhance careers information for existing students and build alumni support
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| Key accountabilities/primary responsibilities | % Time |
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|  | Operational responsibility for planning, organising and implementing the delivery of placements for UG and PGR students, including support of students while on placement | 30 % |
|  | Source regional employers to host or fund placements, working with P&A, the Careers Service, and SEPnet institutes, to and build and maintain a regional network of employers  | 20 % |
|  | Assist with sourcing and setting up MPhys with Industrial Placement projects, working in close collaboration with the MPhys with Industrial Placement Coordinator and Careers Tutor | 10 % |
|  | Gather and disseminate feedback from employers on the skills and qualifications needed for P&A graduates, including technical/scientific and transferable skills, and including P&A students’ engagement with employers while on placements | 10 % |
|  | Support P&A with employer engagement in the UG degree programmes, developing employability skills training courses, arranging employer and P&A alumni talks/workshops on industry/R&D careers | 20 % |
|  | Meet regularly with SEPnet Employer Liaison Director and SEPnet Employer Engagement Team to share good practice around placements and widening participation | 5 % |
|  | Any other duties allocated by the line manager following consultation with the post holder.  | 5 % |

| Internal and external relationships |
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| Key contacts will include:Head of Physics & Astronomy, Associate Dean for Enterprise, Careers Tutor, Industrial Placement Co-ordinator, SEPnet Employer Liaison Director, SEPnet GRADnet Director, physics undergraduates and postgraduate students, careers advisers, employers and employer bodies. |

| Special Requirements |
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| The position holder will be required to undertake regular travel to the SEPnet member institutions, employers, professional societies etc. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | * Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in a science or engineering discipline, or equivalent industry experience
* Experience of initiating and successfully maintaining stakeholder relationships
* Knowledge and understanding of employability and placement recruitment practices for Higher Education students, including knowledge of business needs
* Awareness of equality and diversity, and implications for placement practice
 | * Postgraduate (e.g. PhD in physics) or professional qualification (e.g. training, career guidance)
* Experience of employer engagement in universities e.g. knowledge exchange, skills development, employability skills development and student placement programmes.
* Experience in fields of recruitment, training, human resources or careers work
* Awareness of employment law legislation
* Experience of using reporting tools, manipulating data and analysing large data sets to identify trends.
 | All application / interview |
| Planning and organising | * Experience of project management and coordination, for example setting and meeting priorities and schedules, and organising events and workshops
* Administration skills – e.g., to set up sound policies and procedures, and keep accurate records
 | * Undertaking desk research about key industries and employment sectors
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| Problem solving and initiative | * Initiating and facilitating meetings with new and existing clients
* Maintaining and remaining within budget as allocated by line manager
 | * Developing and maintaining up-to-date personal knowledge of relevant LMI (labour market information)
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| Management and teamwork | * Proven ability to work as part of team and support colleagues, as well as readiness to work on own initiative and act pro-actively.
* Building relationships with stakeholders
* Working collaboratively and productively with colleagues
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| Communicating and influencing | * Excellent writing and communication skills
* Ability to influence without formal authority or traditional incentives – e.g. promoting benefits of internships/work experience to employers and students
* Excellent interpersonal skills including a professional approach and manner, and ability to use tact and diplomacy
* Presenting to groups
 | * Attending employer networking opportunities, professional networks and employer meetings.
* Developing communication literature to promote employer engagement
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| Other skills and behaviours | * Competent user of Microsoft Office, email and Internet
 | * Research ability – e.g. identifying organisations, carry out surveys, managing data
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| Special requirements | * Proactive in promoting a working environment that is inclusive and engaging; recognising the value diversity brings
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**JOB HAZARD ANALYSIS**

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

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| [x]  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  |  |  |  |