

JOB DESCRIPTION

Job Title:	Employability Tutor (Placements)
Department:	hired@UCB
Contract:	Maternity cover (full-time)
Salary Range:	£30,942 - £32,816 p.a.
Salary Grade:	SS5
Report To:	Assistant Director for Student Employability
Job Purpose:	<p>To contribute to the delivery of the hired@UCB GET Experienced objective through the delivery of a work experience service to students undertaking both optional and compulsory work placements.</p> <p>This post will focus on the implementation of the extended work experience as part of the development of the new T-Levels.</p>
Main Duties & Responsibilities:	<p><u>General</u></p> <ol style="list-style-type: none"> 1. To work as part of a team to ensure the effective delivery of the hired@UCB service to students. 2. To organise work experience for students which are either compulsory or optional elements of their course/programme. This includes (although not limited to); developing student employability skills, the organisation of student briefing sessions, checking of draft and final CVs, scheduling individual student meetings, recommending appropriate employers to students, providing information on learning opportunities, corresponding with employers, briefing students on interview techniques, liaising with internal staff/teams and finalising key conditions of employment when placements are confirmed. 3. To complete as appropriate administrative work associated with the organisation of the work placement and subsequent dealings with employer/student/mentor. 4. To mentor students during their work experience period through (a) providing on-going support on placement (b) visiting the organisations on an ongoing basis to assess the students' overall personal and professional development and (c) assessing the students' Work Placement coursework upon return to UCB (where appropriate/required).

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	<ol style="list-style-type: none"> 5. To support the development of student employability skills to seek, identify and secure their own work experience. 6. Contribute to the development of the work placement offer to all UCB students and to continually improve quality across all placements, for example, by supporting School Employability Teams. 7. To complete a risk assessment of placement opportunities, as appropriate and within UCB procedures, and if required, to visit employers and complete necessary documentation. 8. To develop partnerships with new and existing employers/organisations to offer work placements (with the possible need for site visits) and to develop new opportunities for UCB and hired@UCB with that employer. 9. Support the development and implementation of a CRM system within hired@UCB and the implementation of priority hired@UCB campaigns targeting employers and alumni. 10. To ensure all appropriate databases (such as InPlace, CRM, ProMonitor) are kept up-to-date with details of placement offers (conditions of employment, departmental opportunities, reviews from previous students), start and end dates, new employer contacts, changes to employer/student details etc. 11. To attend a number of UCB Open/Progression Days throughout the year, delivering a presentation on UCB's Work Placement procedures and opportunities. 12. To attend if required internal and external Boards of Examiners and other UCB meetings as appropriate. 13. To help produce hired@UCB booklets/briefing materials and training booklets for students and staff involved with placement visits and employability skills development. 14. To keep records as required by the appropriate UCB School in connection with the work placement and to maintain confidentiality as appropriate. 15. To collect and monitor feedback from work placement students and employers and to provide on-going feedback and support to the appropriate UCB School, placement mentors and year managers, where applicable. 16. To produce a range of data for various departments within UCB
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	<p>(Finance and Information Services Unit/Year Managers/Examinations Unit/e-Learning/Registry).</p> <p>17. To liaise with relevant UCB personnel, employers and students as required.</p> <p>18. To support hired@UCB to develop its use of social media and other forms of e-communications, such as podcasts and 'vodcasts' to promote the service and to increase access/uptake of the service.</p> <p>19. To act as an ambassador for UCB to promote work placements, the hired@UCB offer and the wider UCB offer to employers and partners.</p> <p>20. To undertake such other duties as commensurate with the nature of the post.</p> <p>21. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>22. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>23. To hold a valid UK driving licence and be able to drive university vehicles and/or have access to a vehicle.</p> <p>NB: all delivery must engage with, learn from and be responsive to: staff, students, alumni, employers and peers/partners in other institutions.</p>
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PERSON SPECIFICATION

Post:	Employability Tutor (Placements)	Weighted criteria
Experience:		
1	Careers, employability, or work placement experience.	X
2	Experience of working in a face-to-face role building strong professional relationships.	X
3	Administration experience at a level commensurate with the role with evidence of managing a caseload.	X
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Skills & Abilities:		
6	Excellent oral and written communication skills with the ability to confidently deliver group presentations to a range of audiences.	
7	Proficient in the use of Microsoft Office programmes including Word, Outlook, Excel and PowerPoint.	
8	Ability to work constructively on own initiative and as part of a team accurately and to deadlines.	X
9	Strong administration and organisation skills with the ability to arrange placement activities.	
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Education & Qualifications:		
11	Minimum level 5 qualification (e.g. FdA, professional qualification).	
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Training & Professional Development:		
16	Evidence of continuous professional development, updating of skills and knowledge.	
17	Willingness to undertake any further training deemed necessary.	
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Other:		
21	Flexible approach to work; this post may involve working occasional evenings and weekends.	
22	Clear commitment to excellence and student centred delivery.	
23	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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