

JOB DESCRIPTION

Job Title:	Employability Tutor (Placements/Internships/Work Experience) Business HE
Department:	hired@UCB
Contract:	Full-time, permanent
Salary Range:	£31,406 - £33,309 p.a.
Salary Grade:	SS5
Report To:	Assistant Director for Student Employability
Job Purpose:	To contribute to the delivery of the hired@UCB objectives through the delivery of a work placement/internship service to students undertaking both optional and compulsory work placements.
Main Duties & Responsibilities:	<p><u>General</u></p> <ol style="list-style-type: none"> 1. To work effectively as part of a team to ensure the effective delivery of the hired@UCB service to students. 2. To organise work placements/internships and or work experience opportunities for HE 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 and finalising key conditions of employment when placements are confirmed. 3. To complete as appropriate, administrative work associated with the organisation of the placement and subsequent dealings with employer/student/mentor. 4. To mentor students during their placement period through (a) providing on-going support on placement (b) visiting the organisation (where appropriate/required) to assess the students' overall personal and professional development and (c) assessing the students' Work Placement coursework upon return to UCB (where appropriate/required). 5. To support the development of student employability skills to seek, identify and secure their own work placement.

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	<ol style="list-style-type: none"> 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 Employability Champions. 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, course specific 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 all 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 (Finance and Information Services Unit/Year Managers/Examinations Unit/e-Learning/Registry).
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	<p>17. To liaise with Executive Deans of School, Deputy Deans, Heads of Department, academic staff, Work Placement Mentors, 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. Ideally, to hold a valid UK driving licence and be able to drive University vehicles and/or have access to a vehicle.</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 undertake such other duties as commensurate with the nature of the post.</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) Business HE	<u>Weighted criteria</u>
Experience:		
1	Experience of working in a business, finance or computing environment.	X
2	Experience of supporting pathways into employment.	X
3	Experience of working in a face-to-face role building strong professional relationships.	X
4	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 and Excel.	
8	Ability to work constructively on own initiative and as part of a team accurately and to deadlines.	
9	Strong 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.	
24	Ideally, hold a valid driving licence and have access to own vehicle.	
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