



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Employability and Placements Officer, Student Education Service,
Faculty of Education, Social Sciences and Law



Salary: Grade 5 (£22,214 – £25,728 p.a.)

Reference: ESLFO1042

Closing date: 8 January 2018

Employability and Placements Officer Student Education Service / School of Law / Faculty of Education, Social Sciences and Law

Are you committed to delivering an exceptional student experience? Are you a highly organised and versatile individual with a strong customer service orientation?

As part of the Faculty Employability and Placements Team, you will be based within the School of Law. You will identify, develop and deliver opportunities for students to enable them to succeed in their lives and careers, in a school with an international outlook and focus. In addition you will have responsibility for online systems and for mentoring within the wider Faculty-level team.

You will be enthusiastic and committed to the student experience, with experience of working with students, including supporting projects that contribute to inspirational education. You will also have an ability to acquire and assimilate comprehensive knowledge of different international legal careers and job markets and will be expected to manage yourself proactively and independently.

What does the role entail?

As Employability and Placements Officer your main duties will include:

- Working with the Senior Employability and Placements Officer to deliver a high quality employability and placements service within the School of Law, acting as a point of contact for students and staff, and covering for the Senior Employability and Placements Officer as required;
- Working with the School's Student Support Team, the International Student Office and Student Careers to promote an integrated international culture among the student body, and to develop initiatives and manage projects which will support employability of international and taught postgraduate students;
- Meeting students individually, organising and delivering student workshops and information sessions to meet student needs, focusing in particular on personal development, employability opportunities, and careers advice for international and taught postgraduate students;



- Promoting awareness of and engagement in employability and internationalisation opportunities to current and prospective students;
- Contributing to the development and implementation of effective School and Faculty employability strategies, and leading on identified projects to develop and enhance the employability provision;
- Acting as the Faculty Employability Team's lead for online systems such as MyCareer and Leeds Network, and acting as the Super User for MyCareer for the Faculty;
- Acting as the Faculty Employability Team's lead for mentoring, representing the Team on relevant committees and groups and supporting team members to increase the effectiveness of their work in this area;
- Leading the support of placement/internship provision including recruitment, student briefings and coordination of supporting documentation;
- Leading administration of School of Law prizes;
- Providing administrative and clerical support for Employability and Placements work within the School and Faculty, and in particular to service the Faculty Employability Group.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Employability and Placements Officer you will have:

- An enthusiasm for and commitment to delivering an exceptional student experience;
- Experience of working with different cohorts of students;
- Awareness of the external employment market and employer requirements;
- Ability to develop and maintain productive relationships across all levels of staff, students and employers;
- Ability to work effectively as part of a team, recognising the importance of communication and collaborative working;
- Ability to manage yourself proactively and independently, respond to competing demands, using initiative to assume responsibility and take action;
- Excellent organisational skills with an ability to work under pressure with high standards of accuracy;



- Experience of working on developments or projects that support inspirational student education in higher education;
- IT skills that support effective administration, in particular, skilled in Microsoft Office products;
- An ability to acquire and assimilate comprehensive knowledge of different international legal careers and job markets;
- Evidence of a commitment to on-going staff development and training.

You may also have:

- Existing knowledge of different international legal careers and job markets;
- Experience of working with cohorts such as PGT and international students;
- Experience of supporting employability and placements activity within an educational context.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Marika Hildebrandova, Senior Employability and Placements Officer

Tel: +44 (0)113 343 5065

Email: M.Hildebrandova@leeds.ac.uk

Additional information

About the job

You will report to the Senior Employability and Placements Officer.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

