



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Employability and Placements Officer, Student Careers



Salary: Grade 5 (£23,067 - £26,715p.a.)

Reference: SESSP1230

Full time. Fixed Term until 31st July 2020.

We will consider job share and flexible working arrangements

Employability and Placements Officer

Student Careers

Student Education Service

Are you a well organised and adaptable individual, committed to delivering an excellent student experience? Do you want to help students in the Faculty of Arts, Humanities, and Cultures to succeed after graduation by providing high-quality employability and placement support?

Your role will be to identify, develop and deliver opportunities for students to enable them to succeed in their lives and careers. You will provide effective administrative support for placements, and for events focussed on careers and employability. As we develop our service provision, it is expected the scope of the role may change and grow, so you will need to be flexible.

You will be well organised, with excellent attention to detail and a flexible approach to work. You will be able to multi-task and move between tasks to address priorities and meet deadlines. You will work collaboratively with team members within the Faculty, across Student Careers and other services, to share information, make connections, and improve the service we deliver.

What does the role entail?

As Employability and Placements Officer your main duties will include:

- Acting as key contact for employability and placements, providing specialist information and advice to academic and Student Education Service colleagues;
- Developing new initiatives and leading projects to enhance the employability opportunities for students within the Schools;
- Promoting student engagement in employability, through participation in, induction, cohort meetings, open days and teaching sessions, and generating content for dissemination through websites, newsletters and social media;
- Creating, managing and maintaining a directory of student employability opportunities, using the MyCareer system;
- Supporting the Faculty Work Placement Module FOAH 8001: preparing briefing meetings, collating and monitoring supporting documentation,



coordinating placement visits and working closely with the Academic Lead for Placements in each School;

- Organising and delivering student workshops and information sessions to meet student personal development and employability needs;
- Analysing management information on careers readiness and employment outcomes, identifying student needs to inform the employability provision;
- Meeting with students individually to provide information and advice for personal development planning, promoting the range of employability opportunities and referring to specialist advice where needed;
- Working with identified external employers and groups to maintain relationships that will provide opportunities for students;
- Providing administrative and clerical support for employability and placements work within the Schools/Faculty;
- Providing day-to-day operational support/supervision, guidance and training to student ambassadors and interns working on employability and placements;
- Providing and contributing to the development of a consistent, high quality Student Education Service, through participation in employability meetings and team events; making suggestions on how to adapt and develop standardised operational practices and processes;
- Developing contacts and building effective working relationships with a variety of colleagues and University Services, to ensure effective coordination of information and activity;
- Developing and maintaining knowledge of employability and placement support, and keeping up-to-date with institutional developments, supporting their timely adoption within the Faculty.

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 supporting student employability, with a focus on delivering an excellent customer service and student experience;
- The ability to develop and maintain productive relationships across all levels of staff, students and employers;



- Experience of supporting events and projects within an educational environment;
- Excellent communication skills, with the ability to clearly articulate complex information, modifying your approach to suit different audiences;
- The ability to work effectively in a team environment by collaborating, supporting and valuing the contribution of colleagues;
- A flexible approach, with excellent organisational, planning and time management skills, with the ability to adapt priorities to meet deadlines and conflicting demands across the service as peak workloads require;
- Strong judgment and initiative, with the ability to effectively interpret and apply policies and procedures, understand and solve problems, and make suggestions for improvements;
- Strong IT skills and be proficient in the use of Microsoft Office products, particularly Word and Excel;
- Excellent accuracy and attention to detail;
- Evidence of a commitment to your own continuous professional development.

You may also have:

- Evidence of an awareness of the key challenges in the Higher Education sector;
- Experience of supporting employability and placements activity;
- An awareness of the external employment market and employer requirements.

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:

Fiona Pelly, Assistant Faculty Manager for Employability & Placements

Tel: +44 (0)113 343 3769

Email: f.k.pelly@leeds.ac.uk



Additional information

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.

