



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Employability & Placements Officer

Faculty of Engineering and Physical Sciences



**Salary: Grade 6 (£27,511 - £32,817 p.a.)**

**Reference: EPSFO1010**

**Closing date: 05 January 2020**

**Fixed term for up to one year**

**We will consider flexible working arrangements**

# Employability & Placements Officer

## Faculty of Engineering and Physical Sciences

**Do you have experience of recruitment, placements or employability support?  
Do you have experience of managing a range of projects and initiatives?**

Due to continued strategic investment in our [award winning](#) Employability Service, the [Faculty of Engineering](#) and [Faculty Mathematics and Physical Sciences](#) are looking to appoint a pro-active individual with high standards, drive and determination to deliver a range of high quality employability initiatives and activities across and within each Faculty.

You will deliver a series of engaging and innovative student employability activities to the student population across both faculties, whilst managing a range of new and existing employability enhancement projects.

### What does the role entail?

As an Employability and Placements Officer, your main duties will include:

- Designing and delivering a series of creative and engaging activities to prepare students for pursuing a range of work placement opportunities. This will include the delivery of lectures, workshops, individual appointments and mock interviews;
- Developing the existing core employability and placements lecture and workshop programme, ensuring the needs of individual Schools are balanced appropriately whilst undertaking regular reviews to ensure continuous improvement;
- Devising and implementing plans to increase student engagement with the activity you manage;
- Monitoring, evaluating and gathering feedback the effectiveness of the programmes you manage implementing changes as required; feeding back to relevant groups across the faculty;
- Pro-actively engaging with industrial contacts to generate opportunities for students, giving advice on appropriate selection methods, promoting opportunities and assisting with the selection process;





- Developing new, and maintaining existing and exclusive business links to expand the number and range of internship and placement opportunities available across both faculties;
- Working with colleagues across both faculties to develop common core business processes for specific areas;
- Leading on a range of new initiatives and projects which may include:
  - Industrial placement year management
  - Overseas exchange opportunities
  - Scholarship opportunities
  - On campus summer internships
  - Other initiatives as they are established across the service.
- Developing a series of employability tutorials to strengthen the link between personal tutorials and student employability;
- Creating effective relationships with colleagues, including academics, supporting them to develop and deliver curricular and co-curricular opportunities by providing employability information, advice and guidance;
- Responding as a first line of support to placement problems, providing advice as within remit, and escalating serious and complex issues to the Employability Manager and/or designated Placement Tutor;
- Planning, co-ordinating and supporting delivery of events, including the STEM Careers Fair, that promote the interaction between employers, students and Faculty staff;
- Being involved in marketing and recruitment of prospective students presenting on Open Days and Applicant Days;
- Representing the Faculty of Engineering and Faculty of Mathematics and Physical Sciences at relevant University and external events and forums;
- Being a member of the Faculty's Employability Group, and relevant university employability forums.

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 an Employability and Placements Officer, you will have:

- Proven practical experience relevant to the role;
- Experience of supporting recruitment and selection processes or guiding associated practices;
- Experience of designing interactive and engaging presentations, workshops or lectures to a variety of audiences;
- Evidence of an ability to work independently, managing competing demands in order to meet tight deadlines whilst effectively delivering multiple complex projects;
- Experience of managing projects;
- The ability to build effective working relationships with a variety of colleagues and clients;
- An ability to work as a member of a team combined with the sense of responsibility needed to work unsupervised;
- The skills and ability to enthusiastically inspire, influence and coach others.

You may also have:

- Experience of using interactive skills/tools/technology to engage learners.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

**Su Maynard, Employability and Placements Manager**

Tel: +44 (0)113 343 2148

Email: [S.Maynard@leeds.ac.uk](mailto:S.Maynard@leeds.ac.uk)



## Additional information

### Working at Leeds

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

### Faculty Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#).

### A diverse workforce

The Faculty of Engineering is proud to have been awarded the [Athena Swan Silver Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

### 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](mailto: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](#).

