



**Faculty of Engineering  
Employability Team**

**Employability and Placements Officer**

The Faculty of Engineering Employability Team has made a large investment in its Employability provision and is seeking to expand the existing team to increase the support available to students within the Faculty.

This is an exciting time to join a team where you'll play a key role in the design and delivery of our Work Placement Programme, whilst managing the successful placement of students into industry. There will also be opportunities to lead on employability projects within the Faculty and work in partnership with the Careers Centre.

Excellent interpersonal and communication skills are crucial for this role. You will have the ability to build effective relationships and influence colleagues and groups at all levels. Further, excellent organisational skills will be required along with experience of designing and delivering presentations and workshops.

Additionally, you will have a professional / vocational qualification relevant to the post or equivalent, practical work based experience. You will also have experience of planning, implementing and leading innovations and change and the ability to bring strong strategic vision to the employability strategy of the Faculty.

**University Grade 6 (£25,513 - £30,434 p.a.)**

**Informal enquires to Emily Timson, Employability Manager, tel +44 (0)113 343 2148, email [E.J.Timson@leeds.ac.uk](mailto:E.J.Timson@leeds.ac.uk).**

**Closing Date: 27 July 2015**

**Job Reference: ENGFO1023**

**Click here for further information about working at the University of Leeds  
[www.leeds.ac.uk/info/20025/university\\_jobs](http://www.leeds.ac.uk/info/20025/university_jobs)**

## **Job Description**

**Responsible to:** Employability Manager

**Reports to:** Employability Manager

## **Job Summary**

This varied role will see you play a key role in the design and delivery of our Work Placement Programme in conjunction with our current Employability and Placements Officer. You will lead on the specific area of lecture delivery, developing provision for each Engineering school.

In addition you will manage the successful placement of students into industry, providing guidance throughout the application process, whilst liaising with placement employers to ensure a high volume and a high quality of applications are received for positions. There will also be an opportunity to work on small employability projects, and provide reports and analysis on activity across the Faculty.

## **Main Duties and Responsibilities**

Both Employability and Placements Officers will have the following duties and responsibilities:

- With the Employability Manager develop and implement a Faculty strategy for employability in the first instance for undergraduate students.
- Continue to develop the existing common core business processes and administrative systems which underpin and support the placements life cycle across the Faculty, ensuring the needs of individual Schools are balanced appropriately whilst undertaking regular reviews to ensure continuous improvement.
- Liaison with the Student Support Offices across the Faculty and wider University services to maintain effective lines of communication to ensure accuracy of data and reporting to support the placement life cycle.
- With the other Employability and Placements Officer, act as a point of contact for students, staff and employers dealing with enquires, providing support and guidance, deciding which staff member is most appropriate to manage each enquiry.
- In conjunction with the other Employability and Placement Officer, respond 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.
- With the Employability Manager establish and maintain good relations with existing and prospective employers. Support employers in developing job adverts/descriptions for student placements, giving advice on appropriate selection methods, promoting such opportunities, assisting with the selection process.
- Advise and support students through delivery of pre-placement activities, including development of materials to support such activity including, but not limited to:
  - CV preparation
  - Application process

- Interview techniques
- Contribute to the annual review of placement agreements, handbooks, forms and employers' information packs and other materials for staff, students and employers. Tailor documentation to specific disciplinary needs where necessary.
- Liaising with the Employability Administrator to ensure a high quality and volume of applications are received to managed vacancies. Carrying out further promotion of positions where necessary.
- Develop a coherent Faculty plan for maximizing the engagement of all students in activities that will enhance their employment prospects.
- Implement ideas for increased student engagement, development of student communications and effective publicity of industrial placement opportunities via various communication channels.
- Gather feedback on Employability initiatives including statistics/data for trend analysis and providing analysis, interpretation of results drawing conclusions to feedback and implement into the Faculty employability strategy. For example, research could include degree classification trends pre and post placement, employer technical skill set demands.
- Present findings and suggestions from analysis of activity at appropriate forums, including but not limited to: Industrial Advisory Boards, Faculty Employability Working Group, Student Education Service Meetings and relevant University committees and working groups.
- Plan, co-ordinate and support delivery of events, including the engineering Careers Fair, that promote the interaction between employers, students and Faculty staff as appropriate.
- To be involved in marketing and recruitment of prospective students by promoting work placements through the website, brochures, Open Days and Applicant Days.
- To represent the Faculty of Engineering at relevant University and external events and forums.
- Member of the Faculty's Employability Committee, and relevant University employability forums.

**The following duties and responsibilities are unique to this post:**

- Responsibility for co-ordinating the post-placement evaluation and placement assessment process, including producing reports and recommending changes to the Pro-Dean for Student Education and being responsible for implementing changes.
- Design in conjunction with the Employability and Placements Officer the Faculty wide first and second year "Work Placement Programme" to prepare students for pursuing industrial work placements. Leading on the specific area of lecture design and delivery. Developing material to support the programme, including handbooks, worksheets, and interactive exercises to ensure effective learning.
- Liaison with external bodies including, for example employers, engineering institutes and other relevant bodies to support programme delivery, including planning and co-ordinating the delivery of sessions.

- Responsibility for the Placement Tutor visit process, ensuring staff have been allocated to visits, have appropriate supporting information to complete visits and following up to identify when visits have taken place – identifying efficiency savings based on factors such as location.
- Production of reports and improvement implementations relating to the visit process including but not limited to: visit timings, visit costs, student skill levels, reviewing and improving the process to enhance student and staff experience.
- Run pre-placement sessions for outgoing students and debriefings for returning students liaising with School Staff, Careers Centre staff and the Employability Team as required.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to change over time as priorities and requirements evolve and as such may be amended at any time by the line manager following discussion with the post holder.

### **Key Working Relationships**

You will work closely with the Employability Manager and the other Employability and Placements Officer.

### **Career Expectations**

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

### **University Values**

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

## **Person Specification**

### **Essential**

- Professional / vocational qualification relevant to the post or equivalent, substantial practical work based experience (e.g. Recruitment/Placements/Guidance)
- Experience of recruitment and selection and associated practices
- Awareness of the external employment market and employer requirements and proven track record in leading on collaborative and partnership work with a network of employers and customers
- Ability to build effective working relationships with a variety of colleagues and groups within the University utilising influencing skills to gain support for the Employability Programme development
- Evidence of effectively leading, managing and delivering on multiple projects; achieving results under pressure, with a high degree of independence and organisation
- Experience of design and delivery of presentations and workshops
- Excellent communication skills with the ability to tailor approach as required by audience
- Excellent IT skills including office packages, and software/tools to engage learners
- The ability to work as a team player; to be flexible, pro-active, motivated, enthusiastic and to have the skills and ability to inspire and influence others
- Ability to identify, analyse and solve problems creatively with an appreciation of longer-term implications of solutions
- Evidence of planning, implementing and leading innovations and change
- Evidence of ability to bring strong strategic vision to the employability strategy of the Faculty
- Experience of having identified opportunities to develop and improve processes and/or systems, contributing to the implementation and improvements while balancing a range of priorities and delivering work to deadlines

### **Desirable**

- Previous experience of working with placement students, including student engagement in an employability setting
- Training, coaching, or mentoring experience
- Knowledge of Higher Education sector including knowledge of employability challenges linked to the graduate recruitment market

## **Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

## **The Partnership**

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

## **Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Disabled Applicants**

The post is located in the **Faculty of Engineering**. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**

## **Further information about the Faculty**

### **Top 100 university for Engineering and Technology - Times Higher World University Rankings 2014.**

The Faculty of Engineering is one of the largest engineering groupings in the UK with over 700 staff, 3,000 students and an annual turnover of around £60m.

Our focus is on providing research based teaching and supervision, inspiring our students and through this helping our students to achieve their goals and ambitions.

The range and scope of the our research is extensive and covers all of the major engineering disciplines, including cross cutting themes such as energy, materials, medical engineering and artificial intelligence, with theoretical, experimental and modelling work underpinning all areas.

This provides an ideal platform for multidisciplinary research, enabling us to undertake high-impact research in areas recognised as providing critical global challenges. Much of our research is linked to industry, with major collaborators throughout the UK and Europe. We have also aligned our Faculty with industry sectors such as digital technologies, energy, high value chemicals and medical technologies, and undertake further interdisciplinary research in areas as diverse as functional materials, robotics and water.

Teaching and research is delivered through the following five schools:

- School of Chemical and Process Engineering
- School of Civil Engineering
- School of Computing
- School of Electronic and Electrical Engineering
- School of Mechanical Engineering

There is a friendly atmosphere and student-focused approach to undergraduate and postgraduate education. We pride ourselves on the professionalism of our staff and the quality of the research environment, promoting excellence by offering a range of cutting edge programmes, many in conjunction with industrial sponsors and collaborators.

[www.engineering.leeds.ac.uk](http://www.engineering.leeds.ac.uk)