Faculty of Engineering
Employability Team

Employability and Placements Administrator
Full Time

This role forms a key part of the Faculty’s investment in improving the student experience through contributing to the provision of Employability Support across the Faculty. Working to support colleagues and students in the Employability Team you will provide administrative support for student employability in the Faculty of Engineering.

You will support the effective operation of the Employability Suite, including providing administrative support for management of student placements, acting as a first line of contact for student and employer enquiries and you will provide support to wider Employability initiatives run by the team. Highly competent in multitasking and working to deadlines, you will have relevant administrative experience in a busy office environment, ideally in an external facing capacity. The ability to plan, prioritise and manage your own work independently is essential, along with excellent interpersonal skills and a high standard of written communication skills. You will have experience of and a commitment to delivering excellence and professionalism in customer service.

The University of Leeds’ commitment to women in science has been recognised with a national accolade. The University and the Faculty of Engineering have received the Athena SWAN Bronze Award in recognition of our success in recruiting, retaining and developing/promoting women in Science, Engineering and Technology (SET).

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/index.htm

University Grade 4 (£18,212 - £20,989 p.a.)

Informal enquiries to Miss Emily Timson, Employability Business Development Manager, tel +44 (0)113 343 2148, email E.J.Timson@Leeds.ac.uk.

Job Reference: ENGFO1038

Closing Date: 17 May 2016
Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Faculty Employability Manager
Reports to: Faculty Employability Manager

Job Summary

You will support the effective operation of the Employability Team, including providing administrative support for the management of student placements, internships, relationships with a range of external organisations and employability initiatives.

Main Duties and Responsibilities

- To act as first point of contact for the Employability Team, exercising personal initiative and own judgement to resolve ad-hoc queries both face to face and via e-mail.
- To provide administrative support for the effective organisation, management and delivery of student placements including sourcing of and promotion of placement vacancies, monitoring placement applications, collation of applications and submission to employers.
- To work independently and proactively to provide effective clerical and administrative support to the Employability Team.
- Arrangement of interviews for placement positions, including scheduling, candidate invitations, room booking, meeting and greeting guests, etc.
- To maintain accurate and up to date records relating to student placements and internships, including producing letters for each placement, and organising the printing of annual handbooks and information at appropriate times of the placement life cycle.
- To provide administrative support for the effective organisation, management and delivery of employability activities and initiatives including organising and providing administrative support for lectures, events and external speakers, raising purchase orders, updating systems, booking car parking and travel.
- To ensure the effective creation and maintenance of monitoring systems to manage the various projects undertaken by the team, in particular related to student placements, lectures, workshops, mock interviews and 1-2-1 appointments.
- To maintain the Employability Suite room, ensuring all information, for example in the form of brochures/leaflets and posters, is displayed correctly and is up to date.
- To organise events, conferences, and training sessions overseeing room booking, catering, ordering poster boards and equipment required for each event.
- To manage generic communications to students in relation to employability activities, resources and appointments via e-mail, portal announcements and other appropriate media.
To attend and contribute to meetings/events as directed with responsibility for taking minutes and ensuring action points are followed up appropriately. This will include attendance at and contribution to the Employability Working Group, which is also attended by a range of representatives from outside the Employability Team, including Marketing, Careers, Heads of Service and Placement Tutors.

Under the direction of the Employability Manager and/or Placement Officers, pro-actively seek feedback from key customers (i.e. employers and students) and identify ways to improve the service provided.

To provide day to day management of IT and communication resources including the placement management system, the Virtual Learning Environment (VLE), websites, relevant social media sites, databases, appointment systems, online resources, display screens and notice boards.

To assist with the organisation and administration of student awards, competitions, and student societies relevant to employability activity.

To carry out any other duties as may reasonably be required, consistent with the grade of the post.

Key Working Relationships

You will report to the Faculty Employability Manager, and work closely with the rest of the Employability Team.

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

- Relevant administrative experience in a busy office environment, ideally in an external facing capacity.
- Excellent IT skills and, in particular, relevant experience of using applications in MS Office: Outlook (including distribution lists and meeting requests), Word, Access and Excel.
- Evidence of a good ability to plan, prioritise and organise own work independently, exercising personal initiative/judgement to solve problems in a pro-active manner, including setting up and maintaining effective and efficient electronic and paper-based filing systems, and the ability to manage several projects simultaneously, working effectively to deadlines.
- Experience of dealing in a timely manner with high volumes of customer communications face to face, via phone and via e-mail.
- Previous experience of managing events, and/or courses and conferences.
- Excellent interpersonal and communication skills, including excellent telephone, face to face and written communication skills (including via electronic correspondence), with the ability to demonstrate very good written English and a high level of accuracy and attention to detail.
- Excellent numeracy skills.
- Experience of organising meetings, drafting notes and taking follow-up actions.
- Ability to work flexibly and effectively as a member of a team with the ability to demonstrate previously having worked collaboratively with other members of staff and external organisations.
- Experience of and a commitment to delivering excellence and professionalism in customer service.
- Experience of using databases or systems to monitor activity, for example in order to track progress.

Desirable

- Experience of working with staff and students in Higher Education.
- Experience of having worked in an employability or placement-led function.
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

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. 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.

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 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

The University of Leeds is a 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 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