JOB DESCRIPTION

Job Title: Placements Officer

Department /Faculty: Careers & Employability Service

Grade: RHUL 5

Hours: Full time (35 hours per week)

Reporting to: Head of Placements and Student Experience

Responsible for: Coordinate and deliver work-based learning activities for students including student recruitment, sourcing work experience opportunities, liaising with academic departments and supporting students and employers throughout the process.

Department Background

The Careers & Employability Service is responsible for delivering a wide range of employability services to all students and academic departments of Royal Holloway to improve student satisfaction and graduate destinations. It is a core service provider in the new Library and Student Service Centre. The service delivers over 20,000 employability interventions through an annual programme of on campus employer events, vacancy sourcing and promotion, organisation of work-based learning, targeted careers delivery in all academic departments, the new Careers Centre in the library & Student Services building, and through leadership and co-ordination of the Royal Holloway Passport Award and targeted activities with the SU.

Job Purpose

The main purpose of the post is to coordinate and deliver student recruitment activities for work-based learning activities, in particular short-term placements, to build strong relationships with businesses in order to source suitable work experience opportunities and to support students throughout the placements process to ensure excellent student experience.

Key responsibilities and outcomes: (most frequent duties first)
• Organise, coordinate and deliver student recruitment activities, including presentations and workshops, CV assessments, interviews and matching students with employers, for work-based learning activities
• Liaise and collaborate with Careers Consultants, academic departments and professional services to ensure excellent student experience with regard to work-based learning activities
• Research and identify suitable businesses in a wide range of industries according to student interests
• Liaise effectively, build and maintain strong relationships with businesses to secure meaningful work experience opportunities for Royal Holloway students
• Ensure placement and internship activities and documentation are in compliance with relevant legislation and college regulations, particularly in the areas of data protection, health & safety, UKVI and National Minimum Wage compliance
• Oversee and support students before, during and after they complete their placement, promptly resolving any issues
• Deliver excellent customer service to a wide range of stakeholders, in particular students and businesses
• Collect, maintain and report on stakeholder feedback, statistical placement data and records, ensuring information is quickly and accurately updated
• Help document new procedures and regularly review existing documentation related to work-based learning activities
• Aid in the creation of promotional materials and activities to maximise student engagement with work-based learning activities
• To provide support for other teams within the Careers & Employability Service as required, including assisting with help desk cover, welcome week activities, open days and graduation ceremonies
• As part of The Careers Group, University of London and the Association of Graduate Careers Advisory Services (AGCAS) to participate in meetings, events, training and cross college projects appropriate to this grade
• Any other duties as required by the line manager or Head of Department that are commensurate with the grade

Other duties:

The Careers & Employability Service is a developing function and is expected to evolve in coming months and years. The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake any duties commensurate with the role to support optimal functioning of the Careers & Employability Service as requested by his/her manager.

The post holder is also expected to work under a shift pattern that is aligned to the Careers & Employability Service’s opening hours and may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships:
The following list is not exhaustive but the post holder will be required to liaise with:

- Careers & Employability team
- Other Royal Holloway staff from academic departments and professional services
- Staff at other colleges within The Careers Group
- Employers
- Royal Holloway alumni