



## JOB DESCRIPTION

<b>Job Title:</b>	Placements Officer
<b>Department / Unit:</b>	Careers Service
<b>Job type</b>	Full-time (35 hours per week), Permanent
<b>Grade:</b>	Grade 5
<b>Accountable to:</b>	Head of Placements and Student Experience
<b>Accountable for:</b>	
<b>Purpose of the Post</b>	
<p>The Careers Service at Royal Holloway is responsible for delivering a wide range of employability services to all students and recent graduates to improve graduate destinations. The new College Strategy re-emphasises the importance of employability and graduate outcomes, and confirms the Careers Service as a core team.</p> <p>The main purpose of the Placements Officer post is to coordinate and deliver work-based learning activities and programmes for students including student recruitment, sourcing work experience opportunities, undertaking administrative processes associated with placements, supporting academic staff with placement delivery as well as assisting students and employers throughout the placements process to ensure excellent placement experiences.</p>	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. Organise, coordinate and deliver student recruitment activities, including presentations and workshops, CV assessments, interviews and matching students with employers for work-based learning activities</li> <li>2. Liaise and collaborate with Careers Consultants, academic departments and professional services to ensure excellent student experience with regard to work-based learning activities</li> <li>3. Research and identify suitable businesses in a wide range of industries according to student interests</li> <li>4. Liaise effectively, build and maintain strong relationships with businesses to secure meaningful work experience opportunities for Royal Holloway students</li> </ol>	

5. 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
6. Oversee and support students before, during and after they complete their placement, promptly resolving any issues
7. Deliver excellent customer service to a wide range of stakeholders, in particular students and businesses
8. Collect, maintain and report on stakeholder feedback, statistical placement data and records, ensuring information is quickly and accurately updated
9. Help document new procedures and regularly review existing documentation related to work-based learning activities
10. Aid in the creation of promotional materials and activities to maximise student engagement with work-based learning activities
11. Act as a consultant to academic staff in the development of placement and work-based learning activities that enhance student employability
12. To provide support for other teams within the Careers Service as required, including assisting with welcome week activities, open days and graduation ceremonies
13. Any other duties as required by the line manager or Head of Department that are commensurate with the grade

#### **Other Duties**

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 other duties as appropriate and as requested by his/her manager.

The post holder 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:

- Colleagues from Student & Academic Services
- Academic colleagues
- Professional Services colleagues
- Students' Union
- Royal Holloway alumni
- External networks and contacts