



## JOB DESCRIPTION

<b>Job Title:</b>	Optional Placement Year Administrator
<b>Department / Unit:</b>	Careers Service
<b>Job type</b>	Part-time (17.5 hours per week), fixed-term - 12 months
<b>Grade:</b>	Grade 5
<b>Accountable to:</b>	Head of Careers Service
<b>Accountable for:</b>	N/A
<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, which includes supporting experiential opportunities.</p> <p>The Optional Placement Year supports undergraduate students the opportunity to enhance their academic qualifications with experiences of work placements, voluntary work opportunities, studying abroad, or a combination of these options.</p> <p>The post holder will coordinate the administration of the Optional Placement Year, ensuring a smooth experience throughout, and liaising with academic Schools, students and employers to ensure that all processes and compliances are followed. The post holder may also be required to support other experiential activities and programmes for students.</p>	
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>• Design and distribute promotional materials and activities to maximise student engagement with the Optional Placement Year, utilising connections with the academic Schools.</li> <li>• Issue and organise paperwork, including letters of agreement, student assessments and risk assessments, where appropriate.</li> <li>• Ensure placement and internship activities and documentation are in compliance with relevant legislation and college regulations, particularly in the areas of data protection, health &amp; safety, UKVI and National Minimum Wage compliance.</li> </ul>	

- Oversee and support students before they complete their placement, promptly resolving any issues.
- Maintain accurate and updated placement records, spreadsheets and databases to monitor students' engagement and participation.
- Collect feedback received from placement providers, academic supervisors and students.
- Review existing documentation related to the Optional Placement Year.
- Manage the Optional Placement Year inbox, responding to student and academic queries as appropriate.
- Manage other Careers Service inboxes as appropriate.
- For part of their working time the postholder may staff a student helpdesk
- Use Careers Service social media channels and email systems to provide information to students about the Optional Placement year
- Report to the Optional Placement Year co-ordinator and steering committee

#### **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 their 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
- External networks and contacts