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**Portsmouth Business School**

**Student Support**

**Placement Officer**

**ZZ004064**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £21,843 - £25,298 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Placement Officer |
| **Faculty/Centre:** | Portsmouth Business School – Student Support |
| **Department/Service:**  **Location:** | Placement Office  Richmond Building |
| **Position Reference No:** | ZZ​004064 |
| **Grade** | 4 |
| **Cost Centre:** | 40000 |
| **Responsible to:** | Placement Office Manager |
| **Responsible for:** | n/a |
| **Effective date of job description:** | June 2017 |

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| **Purpose of Job:** |
| The post holder, as part of a team will be responsible for supporting the Placement Office in providing an efficient customer service to students, staff members and external clients in raising awareness of placements.  The role focuses on supporting the team in expanding its engagement and impact for maximum student participation in career enhancing activities. This will include communicating through our website, email, social media, posters, leaflets, marketing materials, virtual Learning Environment (Moodle) and student peer to peer communities.  Proactively promote a range of new areas for Postgraduate business placements |
| **Key Responsibilities:** |
| To creatively support the team in promoting our service to students via our marketing materials, social media and running of events and activities.  To support and work with the placements officer (PG) with administering and promotion of Postgraduate placement opportunities  To proactively update and manage our social media sites ( Twitter, LinkedIn) and our virtual Learning Environment (Moodle)  To contribute to the PBS Placements website in conjunction with Portsmouth Business School Communications and Information Officer to ensure our marketing, points of interest are relevant, this  will include writing text for the web pages and producing visual images  To be responsible for and develop all visual displays (triple play, podcasts, video and case studies) linked  to the placement office, ensuring they are engaging, kept up to date and drive the message to our main audiences of students, staff and employers  Contribute ideas and update information in written content for our placement information handbooks working closely with UoP Marketing guidelines  Deliver presentations to students at all levels and stages of the placement cycle  Work with Placement Deputy Manager to plan, design and deliver a range of opportunities to promote  work placements to Level 4 students.  Design all promotional material for placement events, postgraduate and undergraduate activities  Provide support for document requests from the PBS accreditations team working within our placement tracking systems  Attend Preview and Open days as Placement office representative  Working in a small team the post holder will be involved in day-to-day queries and enquiries from employers, students, academic and professional staff by email, phone and face-to-face, advising and responding to them appropriately.  Contribute to maintaining the online vacancy system by uploading received placement opportunities to  the Virtual Learning Environment (Moodle), and social media sites (Twitter)  To maintain and ensure that the integrity of information input into the student databases (including the  placement database) is accurate and up to date.  Work closely with the Placement Administrator and provide cover during holiday periods and at busy  times by arrangement in the absence of the Placement Administrator and ensure placement  opportunities are advertised to students via Moodle including receiving and recording appropriate paperwork relating to Health and Safety documents and UK VI students prior to the placement  To monitor and respond to queries sent to the office generic email [pbs.placements@port.ac.uk](mailto:pbs.placements@port.ac.uk) on a  daily basis by students and external stakeholders, referring complex queries on to more senior team members  Book hospitality arrangements for internal placement events ensuring visitors receive car parking  allocation and directions to PBS  To provide necessary administrative support related to the service of placement students.  **Additional expectations of the role holder**   1. To communicate with team members and liaise with relevant other professional bodies 2. To contribute to team meetings when required providing relevant and timely information, in order to aid decision making 3. To solve problems applying knowledge of subject/work area 4. To participate in and contribute to a performance & development review (PDP), ensuring that work produced is in line with Department/Faculty/University aims 5. To comply with the University’s Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances 7. Any other duties as required and which are commensurate to the grade of the role. |
| **Working Relationships (key individuals the job holder would be working with):** |
| Students  Visitors to the Business School  Academic Staff  Placement Officers  Assistant Placement Office Manager  Placement Office Manager  University Wide Professional Staff |

**2. PERSON *SPECIFICATION***

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of Social Media (Facebook, Twitter, YouTube, e campaigns, blogs and Linked IN). | E | AF, S,P |
|  | Working knowledge of Microsoft products especially Word, Excel, Publisher and PowerPoint | E | AF, S, |
|  | Experience of work placements/internships/recruitment | D | AF, S, |
|  | Experience of working with a virtual learning environment | D | AF, S, |
|  | Knowledge and experience of how HEIs operate | D | AF, S, |
|  | Excellent writing, editing and proofreading skills for a variety of marketing materials | E | AF, S, |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent verbal and written communication skills | E | AF, S,P |
|  | Excellent IT skills including Word, Excel and e-mail | E | AF, S, |
|  | Able to work independently , unsupervised and use initiative | E | AF, S, |
|  | Excellent marketing skills | E | AF, S,P |
|  | Ability to learn and adapt readily to new technologies | E | AF, S |
|  | Presentation skills | E | AF, S,P |
|  | Familiar use of Google applications | E | AF, S |
|  | Good organisational skills, ability to prioritise and flexibility to deal with a variety of activities | E | AF, S |
| **3.** | **Qualifications Education and Training** |  |  |
|  | Degree of equivalent level qualification | E | AF, S |
|  | Minimum of 5 GCSEs A-C to include English and Maths | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Flexible with regard to very occasional evening or weekend working | E | AF, S |
|  | Commitment to delivering high quality customer service | E | AF, S |
|  | Highly motivated person who wishes to work in a team setting and with the ability to work without close supervision | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Alison Shaw |
| **Date** | 11/7/17 |
| **Extension number** | 4309 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.