Industrial Placement Officer

Computer Science

Closing date: 11 March 2018

Interview date: To be confirmed

Vacancy reference: 6444
INTRODUCTION

The “Year in Industry” is a vital and high profile part of the Computer Science Department’s undergraduate programmes. All our BSc and MEng integrated masters programmes are offered with a “Year in Industry” variant and it is an extremely popular aspect of our programmes both with prospective students and their parents. The numbers of students taking a “Year in Industry” work placement has grown significantly in recent years, with around 70 students scheduled to be out on placement in 2017/18. Students who take a year in industry placement gain a great deal from the experience. They typically achieve higher grades in the later years of their degree and are more successful in gaining high quality, well-paid professional employment relevant to their studies on leaving the Department.
Main purpose of the role

The role holder is responsible for developing and managing the Department’s relationships with a large number of companies who may wish to employ our students on a placement or other work-based learning opportunity. This includes finding new placement opportunities with new companies, as well as maintaining relationships with established placement providers. The role holder is responsible for vetting companies and placement opportunities, carrying out risk assessments and due diligence, ensuring that adequate supervision is in place to support the student to gain as much benefit as possible from their placement and achieve the learning outcomes set by the Department. The role involves mentoring and supporting the students from the first year of their course: in preparing CVs and applications, interview training and other support to ensure they secure the most suitable placement for them. The role holder supports students whilst on their placements, visiting each one at least once, assessing progress, providing feedback and supporting them with whatever issues might arise whilst on their placement year. On their return from their placement the role holder manages the appropriate formal assessment and moderation of the students’ logbooks to assess the success of their placement. S/he gathers feedback from the students and the placement sponsors and uses it to ensure that the scheme remains of the highest quality and gives future students and employers the best possible experience.

The role holder manages all aspects of the “Year in Industry” specialist work placements for students in the Computer Science Department, so that such placements maintain their reputation as the highest quality learning experience for students who take them. This includes the whole process from presenting to prospective students and parents at Open Days and UCAS visit days through supporting students whilst applying for and whilst undertaking their placements to organising the assessment and moderation of placement reports. The “Year in Industry” is covered by the University Policy Statement on Work Placements, which has been written in the context of the expectations set out in QAA’s UK Quality Code for Higher Education, and in particular Chapter B10 of the Code (Managing Higher Education Provision with Others), which covers placements. The policy also draws on existing good practice in the University and on a predecessor to Chapter B10 of the Quality Code, the QAA Code of Practice on work-based and placement learning. The role holder is responsible for ensuring that every placement complies with this policy, and the separate Health and Safety Policy and Management Procedure for Student Placements as well as the requirements of the external accrediting bodies (BCS and IET).

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. On behalf of the Department, the Industrial Placements Officer (IPO) will be responsible for designing and implementing the assessment strategy for the programmes.
2. On behalf of the Department, the IPO will develop new and manage existing relationships with local, regional, national and international employers who wish to take on placement students.
3. Define, review and implement procedures for securing, approving and allocating placements.
4. Lead the process of developing the procedures and documentation to support work based learning.
5. Establish and maintain a database of appropriate contacts to support building and maintaining professional networks.
6. Ensure that both employers and students are aware of their mutual responsibilities.

For employers these include:

a. providing learning opportunities that enable the intended learning outcomes to be achieved;
b. supporting students on placement;
c. their role in the assessment of students
d. their responsibility to treat the students in accordance with all applicable legislation, including health and safety legislation, having regard to the level of skill and experience of placement students.

For students these include their responsibilities:

a. as representatives of the Department and the University;
b. towards the placement provider and its customers, clients, and employees;  
c. for managing their learning and professional relationships;  
d. for recording their progress and achievements;  
e. for alerting the placement provider and institution to problems with the placement that might prevent the progress or satisfactory completion of the placement.

7. Promote the Department’s Year in Industry Programmes to prospective students and parents, including highlighting case studies of successful placement experiences.

8. Represent the Department at Open Days, UCAS interview Days, post offer visit days, Department’s Headstart course, giving presentations to prospective students and their parents about the Department’s Year in Industry programmes and participating in Q&A sessions.

9. Put in place appropriate mechanisms for the recruitment of students to placements, including:  
a. providing sessions for all first years to encourage all students to prepare for employment whether doing a placement or summer internship or work in general: including CV writing, interview techniques etc  
b. providing attractive briefings for all first year students on the benefits of year in industry placements and the process for applying for them;  
c. organising and managing the annual ‘Fasttrack’ and ‘Springtrack’ recruitment events; negotiating, organising and hosting company visits, interview days etc.  
d. Review students’ CVs until fit for purpose, prepare students for interviews.

10. Provide up to date guidance to students embarking on placements:  
a. on the support available to them in securing a placement;  
b. on appropriate induction to the placement environment, including health and safety information, occupational health or disability considerations or requirements;  
c. any legal or ethical considerations (for example client or patient confidentiality);  
d. the means of recording the achievement of specific learning outcomes and progress;  
e. the need for personal insurance cover particularly when on placement abroad;  
f. cultural orientation and work expectations;  
g. the institutional support services that will remain available to students during placements.

11. Supervise and mentor students whilst on placement, providing remote support, outside of office hours where required.

12. Visit each student within the first two months of placement commencement, providing guidance and ensuring that students and industrial supervisors are content.

13. Reviewing each student’s logbook on two occasions whilst on placement, providing feedback and support.

14. Ensure students have a smooth transition on their return to the University, organising the assessment and appropriate moderation of students’ logbooks.

15. Maintain regular contact with the Department Employability Officer to discuss logbooks, issues and improvements to the programme.

16. Provide an annual written report to the Department Management Team at the end of Autumn term each year.

17. On behalf of the Department, attend regular Industrial Advisory Board meetings to gather and give feedback about the Year in Industry programmes with the Department’s key industrial partners.

18. Regular travel (mainly within the UK) as well as some evening and weekend working are required for this role, e.g. attending open days and applicant visit days.
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>First degree in Computer Science, Electronics, Engineering or other cognate subject or equivalent knowledge and experience</td>
<td>Essential</td>
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<tr>
<td>Professional qualification as a Careers Advisor or Training Provider or equivalent knowledge and experience</td>
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<td>Professional Project Management qualification</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Extensive knowledge and understanding of the UK technology industry its labour market and employer recruitment practices</td>
<td>Essential</td>
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<td>Significant knowledge and understanding of employability, placement and work-based learning within higher education</td>
<td>Essential</td>
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<td>A thorough understanding of the educational aims of the Department’s programmes and how the skills and knowledge the students are gaining can be used and developed in a workplace setting</td>
<td>Essential</td>
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<tr>
<td>Understanding of and commitment to the University’s Employability strategy</td>
<td>Essential</td>
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<td>Knowledge of quality assurance, risk-assessment and safeguarding procedures in a higher education environment</td>
<td>Desirable</td>
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<td>Knowledge of Contact and Relationship Management (CRM) software</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Able to form strong relationships with external organisations with proven skills at winning new clients</td>
<td>Essential</td>
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<td>Excellent communication skills, able to communicate professionally both orally and in writing</td>
<td>Essential</td>
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<td>Outstanding interpersonal skills, able to present, persuade, question and advise effectively</td>
<td>Essential</td>
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<td>Excellent organisational skills, able to prioritise effectively, producing work of a high standard to deadlines and with minimal supervision</td>
<td>Essential</td>
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<td>Excellent presentation skills, able to present to different audiences with an engaging and coherent message</td>
<td>Essential</td>
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<td>Excellent IT skills, able to manage systems containing large amounts of confidential data and able to use CRM systems effectively</td>
<td>Essential</td>
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<td>Ability to review strategic and operational procedures and processes, ensuring they are fit for purpose and maximise efficiency, make recommendations for improvements as identified and implement agreed change</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Extensive experience of working at a senior level in a UK engineering or relevant technology industry</td>
<td>Essential</td>
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<td>Substantial experience of managing and/or mentoring people in a workplace setting</td>
<td>Essential</td>
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<td>Experience of recruiting/managing young people in careers in engineering or technology industries</td>
<td>Essential</td>
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<td>Project Management experience in a technological or engineering or other relevant industrial setting</td>
<td>Desirable</td>
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<tr>
<td>Experience of conducting risk assessments, ensuring health and safety and other safeguarding issues in a workplace or HE environment</td>
<td>Desirable</td>
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## Personal attributes

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<th>Ability</th>
<th>Essential / Desirable</th>
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<td>Highly motivated and proactive, with a professional, friendly and approachable attitude</td>
<td>Essential</td>
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<td>Ability to inspire and motivate as well as empathise and give guidance to students</td>
<td>Essential</td>
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<td>Ability to negotiate with employers and potential placement providers to design placements which will ensure the best possible learning experience for our students</td>
<td>Essential</td>
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<td>Able to work independently or as a member of a team to manage competing demands and achieve results within budget and deadlines</td>
<td>Essential</td>
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<td>Able to deal professionally with confidential information</td>
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<td>A calm, unflappable personality, able to deal with students with unexpected crises in a reassuring and competent manner</td>
<td>Essential</td>
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<td>Willing to travel and undertake some evening and weekend working as required</td>
<td>Essential</td>
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THE DEPARTMENT

The Department of Computer Science has a very strong international research record. The Research Excellence Framework (REF) 2014 results ranked York's Computer Science 7th overall in the UK, 5th for impact and 6th for environment. 90% of our REF submission was rated as "world leading" or "internationally excellent". This result confirms the longstanding global reach and real-world significance of our research and makes us one of the best departments in the country for nurturing excellent research and achieving economic, social and cultural impact from research. The Department has strong and long-standing links with industry and is highly regarded for its Continuing Professional Development (CPD) courses. The Department currently comprises eleven research groups: Advanced Computer Architectures, Artificial Intelligence, Computer Vision and Pattern Recognition, Cyber Security, Enterprise Systems, Games, High Integrity Systems Engineering, Human-Computer Interaction, Non-Standard Computation, Programming Languages and Systems, and Real-Time Systems.

The Department is housed in purpose-built accommodation within the Heslington Campus East. The Department has 55 members of academic and teaching staff and 28 research associates and fellows employed on research grants and contracts. Seven specialist teaching staff deliver modules to industry as part of our highly regarded CPD programme in safety critical systems. We have a vibrant graduate school of approximately 160 research students, and around 550 undergraduate and 220 full-time and part-time taught postgraduate students. The professional support team comprises 24 administrative staff and 12 technical and computing staff.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6444
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 11 March 2018

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to christopher.crispin-bayley@york.ac.uk

If you have any questions about your application, contact the HR Services team:
  recruitment@york.ac.uk
  +44 (0)1904 324835