Placements Coordinator

Biology

Closing date: 25 May 2018

Interview date: to be confirmed

Vacancy reference: 6634
INTRODUCTION

The University of York is committed to an ambitious strategy that includes a strong emphasis on enhancing our students' employability in measurable terms. We want all our students to leave York equipped to make their mark on society and for the University to be recognised nationally and internationally as a seedbed for talented graduates offering a valuable contribution to the world. As such, the University has a strategic priority to give students opportunities to gain experience, working or volunteering, that will prepare them better for employment or further study.

The Department of Biology is now seeking to build on its established profile of interaction with nationally and internationally recognised organisations by developing multiple opportunities for its students, in all years of study, to gain meaningful work experience or internships. This will include the opportunity for students to undertake a year in industry placement year in the UK or internationally.
Main purpose of the role

The Placements Co-ordinator is an externally facing role responsible for supporting the Department’s Year In Industry Programme. This role will act as a catalyst in reaching out to, and working with academics, students and host organisations, including major employers. The purpose is to identify appropriate potential opportunities, support students to successfully compete for these opportunities and ensuring that their experience is developmental. The remit includes UG and PG work-related or work-based placements, but also potentially summer internships, year-long placements, Year in Industry Programme and curriculum projects for both new and existing programmes. In addition the role will deliver and expand on the Department’s Year in Europe and Year Abroad initiatives with the aim to meet University objectives of increasing international mobility for current undergraduate students. The role holder will be the main contact for incoming and visiting students and liaise with colleagues in the central Careers Service and in the Centre for Global Programmes. The success of the role will be measured by the eventual employability outcomes of the Department’s graduates, as well as the number of opportunities promoted and successfully completed by York students.

Key responsibilities

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

- Develop a placements programme - establishing from first principles UG and PG work-related or work-based placements, but also potentially summer internships, year-long placements and curriculum projects for both new and existing programmes for the Department.
- Work with the University’s Careers, Centre for Global Programmes and Alumni offices, to drive a culture of departmental practice around placement learning that will be an exemplar for social sciences at York and the wider UK
- Influence and work alongside academic staff in the Department and across the University to develop new opportunities for work-based learning within new and existing curriculum, improving their knowledge and understanding of the benefits of work-based learning
- Work with the Director for Students to ensure that placements have a suitable research element (where applicable) and to provide advice on the most appropriate placement scheme for students.
- Work with the Director for Students/Departmental International Co-ordinator to ensure appropriate academic requirements for the Year in Industry, Year in Europe or Year Abroad Programme are met.
- Identify opportunities for cost and time efficiencies by achieving economies of scale across academic departments in relation to work based learning
- Assist in the process of setting up and implementing appropriate mechanisms for assessing the impact of placement and work-based learning on students and employers, in collaboration with academic colleagues, which meet curriculum requirements
- Working in collaboration with colleagues in the Department and Careers to schedule and organisation supervision visits with students and hosts as necessary and to identify and resolve any issues or concerns arising at any stage of the placements process (where appropriate)
- Supporting the process of assessing student’s learning and overseeing (where appropriate) the process of assessed work submitted by placement students
- Ensuring that risk assessments and related health and safety documentation is completed (where appropriate) and bringing potential issues to the attention of the appropriate services, such as the Disability Support Office

Working with organisations, the Placement Co-ordinator will:

- Develop new and existing relationships with local, regional, national and international employers to increase the number and quality of placement and work
based learning opportunities available to UG and PG students. This will include establishing opportunities with organisations where little or no existing activity exists and covers organisations from across all sectors and industries.

- Design and implement new and innovative ways in which external perspectives and expertise can be made available to York students to improve their employability.
- Build relationships and identify appropriate projects with host organisations in the public, private and third sectors. These will include organisations with no existing links to the University, requiring the post-holder to act as an ambassador for the University and Department.
- Deliver a professional service to host organisations and students.
- Where necessary, lead the process of developing the procedures and documentation to support work based learning of all types, ensuring that both employers and students are fully aware of their mutual responsibilities.
- Establish and maintain a database of appropriate contacts, including updating Target Connect and Raisers Edge. Build and maintain professional networks and an effective online network through social media such as LinkedIn, Facebook and Twitter.

Working with students, the Placement Co-ordinator will:

- Advise students on the advantages and responsibilities of undertaking placement learning. Establish routes to communicate effectively and promote placement and work-based learning opportunities to students. Monitor the quality, quantity and progress of applications.
- Run drop in sessions and events to support students in their employability activities and to promote the Year in Industry, Year in Europe and Year Abroad schemes.
- Actively and systematically seek feedback from students (also academics and organisations) on the placements programme including the breadth and quality of opportunities offered, identifying necessary changes and improving the design of the placements programme where necessary.
- Work collaboratively with Careers and other departmental employability staff in the delivery of careers-related sessions to students to prepare them for placement. Advise and guide students (in small groups, as individuals or online) throughout all stages of the recruitment and selection process including, when required, matching students to opportunities.
- Raise the awareness and prevalence of placement opportunities with students, staff and organisations, including through the running and hosting of placement learning events on and off campus (visits, talks, interviews and fairs)
- Monitor, adapt to and lead professional best practice in work-based learning. Keep informed about developments and initiatives in placement learning and practices and trends, and be innovative about incorporating new services and practice into our delivery, with the aim of keeping the Departments at the forefront of service provision.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.

It should be noted that the role holder is required to travel in the line of their duties and must also be available for University open and visit days which occasionally take place on Saturdays.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Undergraduate degree</td>
<td>Essential</td>
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<tr>
<td>Professional qualification eg careers guidance, CIPD</td>
<td>Desirable</td>
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## Knowledge

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<th>Knowledge</th>
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<tr>
<td>Significant knowledge and understanding of employability, placement and work-based learning activity within higher education</td>
<td>Essential</td>
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<td>Knowledge of relevant Bioscience disciplines</td>
<td>Essential</td>
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<tr>
<td>High level of knowledge and understanding of relevant labour market and employer recruitment practices</td>
<td>Essential</td>
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<tr>
<td>Knowledge of higher education processes and systems</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Able to form strong relationships with external organisations, establishing placements and proven skills at winning new business</td>
<td>Essential</td>
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<td>Ability to communicate professionally with excellent oral and written communication skills, along with an ability to effectively deliver appropriate information to a range of audiences</td>
<td>Essential</td>
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<td>Proven abilities in employer liaison, brokering, negotiation and networking</td>
<td>Essential</td>
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<td>Outstanding interpersonal skills with an ability to present, persuade, question and advise effectively</td>
<td>Essential</td>
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<td>Strong IT skills including word processing, PowerPoint, Excel, use of databases, and effective use of social media</td>
<td>Essential</td>
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<tr>
<td>Organised and flexible with an ability to prioritise effectively, producing work of a high standard to deadlines and with minimal supervision</td>
<td>Essential</td>
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<tr>
<td>Commitment to provide an excellent customer facing service, with a good understanding of customer relationship, management and outcomes</td>
<td>Essential</td>
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<td>Able to use CRM systems effectively</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>Substantial experience of identifying and securing new placement or employment opportunities</td>
<td>Essential</td>
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<td>Experience of working with students, supporting them through the recruitment and selection practices</td>
<td>Essential</td>
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<td>Substantial experience delivering career and employability related information to individuals or groups</td>
<td>Essential</td>
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<td>Experience of gathering and using information to inform what placement opportunities are available in the market</td>
<td>Essential</td>
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<td>Experience of liaising with staff at a range of seniority levels and students and employers</td>
<td>Essential</td>
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<td>Experience of successfully delivering and managing events, including careers fairs, business seminars and networking events</td>
<td>Essential</td>
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<tr>
<td>Experience of working with a range of organisations in diverse sectors, delivering customer service</td>
<td>Essential</td>
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<td>Experience of working in a customer and target driven environment</td>
<td>Essential</td>
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## Personal attributes

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<tr>
<td>Professional, friendly, helpful and approachable attitude</td>
<td>Essential</td>
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<td>Highly motivated and proactive with a willingness to take responsibility for actions</td>
<td>Essential</td>
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<td>Ability to work independently or as a member of team to manage competing demands and achieve deadlines</td>
<td>Essential</td>
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<td>Demonstrable creativity and initiative to identifying solutions to challenges and driving change</td>
<td>Essential</td>
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<td>Willingness to travel and to attend events</td>
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<td>Commitment to the effective implementation of the Student Employability Strategy</td>
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THE DEPARTMENT

Our department welcomes staff and students from around the world. We celebrate excellence, breadth and diversity across the spectrum of modern biology.

Our research is focused around fundamental science research foci, which are Cell and Developmental Biology, Molecular and Cellular Medicine, Bioinformatics and Mathematical Biology, Infection and Immunity, Ecology and Evolution, Microbiology, Biochemistry and Biophysics and Plant Biology. The Department has successfully continued to establish state-of-the-art laboratory space and maximise our existing space and a new teaching building opened in Autumn 2016. In the 2014 Research Excellence Framework (REF) exercise, the Department of Biology was again placed in the top 10 in the UK. We are ranked 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences. The Department of Biology covers the spectrum of contemporary biological sciences with no internal barriers, and collaboration internally and externally is strongly encouraged. Our Department comprises >70 academic and teaching staff, >100 research associates, >140 professional support staff (technical and administrative) staff, 180 graduate students, and approximately 860 undergraduates. Several senior positions are funded by charities or industry.

Although we are a research-intensive department, our teaching is equally important, and the University holds a Silver Teaching Excellence Framework (TEF) award. Our teaching in the department consistently ranks highly which is reflected in our achievements in the National Student Survey (NSS). We are preparing for departmental TEF awards in 2020. Our aim is to maintain a collegiate atmosphere where academic practice encompasses equitably distributed research, teaching and administrative duties throughout the staff group. Our staff are enthusiastic about interacting with students and have a commitment to delivering high-quality teaching and developing and applying innovative and appropriate teaching techniques using material which creates interest, understanding and enthusiasm amongst students. Staff carry out on-going curriculum review, the review of module content and materials and contribute to the development of teaching and learning strategies.

We currently offer the following degrees within the Department:

- BSc/MBiol Biology
- BSc/MBiol Ecology
- BSc/MBiol Genetics
- MSc Biodiversity, Ecology and Ecosystems
- BSc/MBiochem Biochemistry
- BSc/MBiol Molecular Cell Biology
- BSc/MBiol Biotechnology and Microbiology
- MSc Industrial Biotechnology
THE DEPARTMENT

BSc/MBiomedSci Biomedical Science
MSc Molecular Medicine
MSc By Research
MPhil
PhD

In addition we run a prestigious BBSRC funded Doctoral Training Partnership (DTP) which brings together the very best molecular, chemical and cellular bioscience research across the White Rose Consortium of Universities (Leeds, Sheffield and York), which maps on to the research themes of the BBSRC. Students benefit from a regional PhD training programme that has interdisciplinary collaboration at its core. This enables students to develop a range of research skills in biological and biochemical areas as well as equip them with core mathematical, data analysis and generic professional skills that are necessary for bioscience research in the coming decades.

As befits a department of our size, we have extensive professional support services which underpin our teaching and research. This includes teams in operational services; horticulture; stores and logistics and teaching laboratory technicians. We provide excellent biological services facilities and mechanical and electronic workshops. We also have administration teams which cover; Health and Safety; Research support to assist with external funding proposals for research activities; a Student and Academic Services team in place to support academic staff and students; a core Department Management Team Hub who support a broad range of administrative processes in order to facilitate the smooth running of departmental activity.

We also have our Bioscience Technology Facility which is a unique resource providing a purpose-built facility for our world-class scientists and technologists working across six bioscience research capabilities. Collectively it brings together a unique range of expertise and equipment, and is recognised as a leading example of how to provide research support in the 21st Century. The focus is on six core areas: Bioinformatics, Genomics, Imaging & Cytometry, Molecular Interactions, Protein Production, and Proteomics. The Department has a dedicated bioinformatics support team within the Technology Facility who can provide help and assistance with a wide range of bioinformatics software.

The Department of Biology operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis. We will do our best to accommodate such requests where possible. Staff working patterns are flexible and a formal flexitime system is also in operation and the University has a nursery on site. We are proud to foster a supportive culture that helps staff and students reach their full potential and we embrace equality, diversity and inclusion as well as the values of the Athena SWAN Charter in all our departmental activities. Our philosophy is that poor working practices discriminate disproportionately against women.
THE DEPARTMENT

whereas good practices support all. We have a Gold Athena SWAN award in recognition of our culture, ethos and activity.

The Centre for Immunology and Infection Unit (CII) is an Interdepartmental Centre created by the Hull York Medical School and the Department of Biology at the University of York. Research within the CII ranges from fundamental studies on immunology, microbiology and parasitology through to first-in-man clinical research. Our aim is to develop a greater understanding of the processes underlying chronic infectious and non-infectious disease, and thus to develop new approaches to prevention and treatment.

Supported by major infrastructure investment the Centre was established in 2004 and expanded into additional purpose built accommodation in 2010. Within the current 2000m² of research and office space, we have excellent facilities for research on ACDP HG3 organisms. Proximity to the Biosciences Technology Facility and Biological Services Facility of the Dept. of Biology ensure ready access to state of the art and well-supported cutting edge technology platforms and animal facilities (to HG3). Research in the CII has a focus on chronic diseases of infectious, autoimmune and hematological origin.

The CII provides both a scientifically rich environment to support research and one that is highly supportive of career development.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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](http://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 6634
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 25 May 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 natalie.armstrong@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835