Placements Administrator
Student and Academic Services

Closing date: 11 April 2019
Interview date: 29 April 2019
Vacancy reference: 7444
INTRODUCTION

Developing employability is an essential feature of the offer the University of York makes to its current and prospective students. An essential feature of building employability is the acquisition of work experience in preparation for the graduate job market. The Careers and Placements department provide a range of opportunities to help students acquire work experiences that are designed to both appeal to the students and deliver tangible benefits for employers. These opportunities include long term placements (up to 12 months) with a wide range of employers, in the UK and internationally as well as short term, 8 to 12 week project based experiences delivered through our successful ‘Student Internship Bureau.

This role delivers and maintains the high standards of administrative support to the process of placing students with employers where the University can be assured of their health, safety and likelihood of obtaining experiences that will enable them to complete formal learning assessments. Working with established management and information systems but also developing and adapting new ones, the post holder will have an important role in all aspects of the placement process; from engaging employers through to the administration of the assessment process. As the University’s commitment to work-based learning increases the post holder will be required to adjust and improve administrative processes to manage scale whilst also ensuring compliance with high duty of care standards for its students.
Main purpose of the role

The post holder supports all aspects of the administrative processes underlying the delivery of placements (both short and long term) to University of York students. Working to ensure continuous improvements to meet standards of good practice around placement learning the post holder will ensure that all aspects of the documentary evidence and agreements required to support a placement or internship are in place for every student and employer relationship. They will help the Placements team in the collection and interpretation of management information, provide logistical support to student and employer facing events and represent the team's interests in wider discussions on the Careers and Placements online management system.

Key responsibilities

- Role holders will be required to undertake some or all of the duties below:
- Provide administrative support to the Placements Manager and Internships Outreach Officer
- Manage the administrative process of ensuring all the evidence required to ensure safe and legitimate placements is in place for each student involved in placement programmes delivered by Careers and Placements
- Manage the process of issuing and tracking student and employer agreement letters in support of the Student Internship Bureau
- Administer vacancies and applications for internships and placements through the Careers and Placements Online management system
- Support the process of collating and interpreting management information on internships and placements
- Provide logistical support to the organisation of both student and employer facing events
- Support the dissemination of good placement practice across the University by providing secretarial support to the Placement Staff Group and Careers and Placements Board of Studies
- Help develop promotional activities, including web site amendments and case study preparation
- Coordinate communications for the Placement Team, including newsletters and targeted emails
- Play a role in the wider activities of Careers and Placements as the need arises, notably around the areas of employer events and fairs
- Triage email and phone enquiries about placements and internships from employers and students
# Person Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five GCSEs including English and Maths</td>
<td>Essential</td>
</tr>
<tr>
<td>HR or business related qualification</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

**Knowledge**

Understanding of the processes involved in recruitment and selection. Although in-depth knowledge of employment law is not necessary an appreciation of its importance and willingness to check details is Desirable

**Skills, abilities and competencies**

Excellent communication skills, both written and oral Essential

Personally organised and able to both develop and work within procedures and processes Essential

Attention to detail and methodical approach Essential

Able to work with online management systems and standard office information technology Essential

Willingness to interrogate processes and seek improvements in efficiency Desirable

**Experience**

Proven experience of working within a role requiring a strong level of attention to detail Essential

Administration of systems and processes Essential

Working with online and IT based systems Essential

Event organisation Desirable

Knowledge of HE systems Desirable

**Personal attributes**

Ability to work effectively in a small team with minimal supervision Essential

Commitment to continually improving processes and systems Essential

Interest and commitment to supporting student employability Essential

Able to communicate effectively with both students and employers Essential

Willingness to be involved in a range of wider Careers activities outside of immediate role as required Essential
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 of 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.

The overarching aim of our Student Employability Strategy is that by 2022 York will feature in the top ten of all league tables for employment outcomes.

The Careers Department is a member of AGCAS (The Association of Graduate Careers Advisory Services) and works to these professional standards. It comprises a number of areas of work:

**Careers Education, Advice and Guidance**

Delivered by qualified Careers Consultants who provide services to students centrally, and bespoke services to students in a caseload of academic departments. They work with students individually and in groups and provide professional input into the quality of the on line advice and information provision that supports informed career decision-making. Their knowledge of the needs and aspirations of students in their case-load, coupled with their insight into their students’ academic programmes equips them to support departments in exploring ways in which the curriculum can enhance student employability.

**Experiential Learning**

Careers and Placements offer a portfolio of opportunities for students to engage in work-based and work-related learning alongside their studies, including enterprise education, volunteering and working with local and national businesses. It evaluates and continually improves these interventions and seeks to ensure that students reflect on them through recognition and reward systems called the York Award. Careers have an extensive range of relationships with regional enterprise and community networks to ensure that students access a wide range of work-based opportunities for career learning and development. Careers also manage a University wide placement programme for those students interested in taking a year of work experience as part of their degree without the formal option to access this through their academic department.

**Employer Engagement**

The University has strong links with graduate and placement recruiters and seeks to increase opportunities for student access to employers through a growing employer events programme, including fairs, employer-led workshops and networking opportunities. We are also increasing the number of opportunities we advertise including graduate positions, internships, yearlong placements and term-time work.
THE DEPARTMENT

Student Engagement and Information

Careers also seek for promoting the range of resources and messages it offers so that students can engage and benefit from them. There is an extensive collection of online careers information/resources available to students to support informed career decision-making and job hunting. Information staff also provide one-to-one support to students through appointments and query-handling.
The University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 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 7444
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 11 April 2019

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 Lucy Brookes lucy.brooke@york.ac.uk

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

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