Employability and Placement Co-ordinator
The York Management School

Closing date: 20 May 2019
Interview date: 14 June 2019
Vacancy reference: 7554
INTRODUCTION

Due to the expansion of the School, our growing student numbers and the introduction of new programmes, we are seeking an additional Placement and Employability Coordinator to join our Employability Team to coordinate a range of placement and internship activities.

The York Management School (TYMS) offers undergraduate degree programmes with a year-long industry placement option as well as internship opportunities. We have a dedicated employability resource area for the sole use of management students and we have an academic lead on placement and internship activity. You will report to the Careers and Employability Adviser who leads the team on a full range of careers, employability, placement and internship services for our students. We have excellent relationships with a number of high profile companies where the majority of students are placed, as well a growing number of placements and internships in SMEs in the local area. We are looking to expand on this to include a range of International and course-specific placements.

The role will encompass a range of duties from building positive relationships with employers both new and existing; provision of hands-on support for placement students to guide them through the process; working with academic staff in the School and central University staff to ensure that the student placement experience is positive for students and employers, right through to creating marketing materials and staging placement events. This student-facing role offers an exciting opportunity to work with us to take the placement scheme at TYMS forward to the next level. There may also be an opportunity for UK and overseas travel and the role holder will be expected to be open to pursuing these opportunities.

You will be committed to excellence in all areas of your work and be particularly committed to engaging students with placement and internship activities as well as interacting professionally with external businesses. The role requires the preparation and delivery of presentations and workshops, so you will be a confident and engaging presenter. You will be a highly motivated team member with the ability to work flexibly to meet team and individual objectives. Using your expert networking skills, you will work proactively to pursue opportunities for students as well as applying your creativity to the design of events and other marketing initiatives.
Main purpose of the role

To work collaboratively with School and University staff in coordinating the full range of employability activities ensuring that the student placement and internship experience is positive for students and employers.

Key responsibilities

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

- To advise and guide students through the delivery of presentations and workshops as well as in small groups or individually, about the application process including CVs, application forms, assessment centres, interviews and selection tests, utilising innovative delivery methods.
- Advising students on their applications and on the requirements of them in undertaking a year in industry placement; providing a point of contact for students who are on placement and to assist with providing feedback to employers following a placement.
- To devise and deliver information and advice workshops to students on company recruitment processes including preparation for work experience, organise placement fairs and other employer engagement opportunities.
- Developing new and exciting relationships with local, regional, national and international employers to increase the number and quality of work-based learning opportunities for students including placements, internships, volunteering, extra-curricular activities and international opportunities.
- Ensure the development of high quality alumni relationships for the School, to strengthen the external network and contribute to the student experience by providing support for placements, guest lectures and impact case studies.
- Working with academic staff to monitor the suitability of existing year in industry placement opportunities, ensuring that employers are aware of their responsibilities to the student and of the students’ and university’s responsibilities to them.
- Contributing to the development of appropriate marketing materials including brochures, flyers, presentations and online activity to promote work-based opportunities to students.
- Marketing placement and internship opportunities sourced from the web to students using a variety of media including social media; the preparation of regular communications detailing the latest advertised vacancies; monitoring the progress of advertised placement and internship opportunities including the volume of applications from students.
- Developing and maintaining the employability office VLE, which includes a range of appropriate resources for students to assist with applications for work-based opportunities.
- To lead on targeted employer events for the School and maintaining associated databases.
- Taking an active part in student Open and Visit Days (occasionally on Saturdays), as well as presenting at student induction events.
- Working in collaboration with the work placement supervisors, assisting with the scheduling and organisation of supervision meetings with students and employers as necessary and to provide a brief about any problems or concerns.
- Overseeing the process of assessed work submitted by placement students.
- Ensuring that risk assessments and related health and safety documentation is completed and bringing potential issues to the attention of the School H&S representative.
JOB DESCRIPTION

- Organising and planning specific employer-related events, visits, talks, company interviews and fairs to raise awareness of work experience opportunities to students and companies.

- Establishing and maintaining a database of company contacts and communicating with colleagues where there is a shared purpose for the company relationship.

- Keeping informed about developments and initiatives in placement practices and trends, and be innovative in incorporating new services and practice into our delivery, with the aim of keeping the School at the forefront of service provision.

- Building and maintaining professional networks, for example, attendance at placement and employability conferences and events, and building an effective online network through social media such as LinkedIn, Facebook and Twitter.

- Liaising effectively with staff in the School and across the University, improving knowledge and understanding of the benefits of placements and internships.

General requirements

Teamwork is essential for the School to deliver the highest levels of customer service; therefore all administrative roles within the school have the following additional duties:

- At peak times, you will be expected to assist other Professional and Support Staff with duties and cover each other’s roles during absence and holidays.

- Providing assistance to new members of staff regarding systems and processes within the School.

- Maintain a flexible attitude towards change.

- Keep up to date with new initiatives and issues which may impact upon the role and the work of the team.

It should be noted that the role holder may be required to travel (UK and overseas) in the line of their duties and must be available for University Open/Visit days which occasionally take place on Saturdays.

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

<table>
<thead>
<tr>
<th>Qualifications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to a minimum of Level 3 (A Level standard) or equivalent</td>
<td>Essential</td>
</tr>
<tr>
<td>Formal IT qualification, ie ECDL</td>
<td>Essential</td>
</tr>
<tr>
<td>Degree or equivalent</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>An understanding of student placements, in particular their planning, sourcing, coordinating and allocation</td>
<td>Essential</td>
</tr>
<tr>
<td>An understanding of the key issues in relation to student employability</td>
<td>Essential</td>
</tr>
<tr>
<td>An understanding of employer recruitment practices</td>
<td>Essential</td>
</tr>
<tr>
<td>A demonstrable knowledge and understanding of the principles involved in high quality service provision and in office management, administrative systems and functions within a large complex organisation</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of MS office and Google Suite applications, particularly Word, Excel, Access, Powerpoint, Google Apps and social media platforms.</td>
<td>Essential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Good interpersonal skills with the ability to communicate effectively with individuals and large groups</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to deliver clear, concise and appropriate information to target audiences, both in writing and verbally</td>
<td>Essential</td>
</tr>
<tr>
<td>Proven ability in networking, negotiation and influencing including strong relationship management skills.</td>
<td>Essential</td>
</tr>
<tr>
<td>Strong IT skills including MS Office, databases, email, internet use (eg. Google Suite) and skilled in the use of social media networks (LinkedIn, Facebook, Twitter etc)</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent organisational skills, able to prioritise a complex workload effectively, meet deadlines and work accurately under pressure with little supervision</td>
<td>Essential</td>
</tr>
<tr>
<td>The ability to work on own initiative, independently generate leads, acquire information and engage students and academic colleagues.</td>
<td>Essential</td>
</tr>
</tbody>
</table>
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of supporting individuals through recruitment and selection practices and/or working in a graduate recruitment role in any sector</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of sourcing and generating placement or employment opportunities</td>
<td>Desirable</td>
</tr>
<tr>
<td>Experience of providing information, advice and guidance to individuals on a one-to-one basis</td>
<td>Essential</td>
</tr>
<tr>
<td>Experienced in the design and delivery of informative and interactive group work as well as delivering lectures to large audiences</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of working in a customer and target driven environment</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of managing events such as careers fair, business seminars or networking events</td>
<td>Essential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to work positively and collaboratively with people at all levels within and outside of the University</td>
<td>Essential</td>
</tr>
<tr>
<td>Professional, helpful and approachable attitude with a diplomatic, confident and efficient manner in dealing with a range of people and situations, including students</td>
<td>Essential</td>
</tr>
<tr>
<td>A proactive, forward thinking, “can do” attitude to work with a personal commitment to delivering high quality service provision, taking responsibility for actions</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to work as an effective team member, in supporting the University Strategy and other activities for the benefit of own area of responsibility and the University as a whole</td>
<td>Essential</td>
</tr>
<tr>
<td>Demonstrate creativity in identifying solutions to challenges and creating new initiatives</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to adopt a flexible, adaptable approach with a positive attitude to change</td>
<td>Essential</td>
</tr>
<tr>
<td>Committed to personal/professional development</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to maintain confidentiality with respect to student, staff and placement provider information</td>
<td>Essential</td>
</tr>
</tbody>
</table>
The York Management School
Since its inception in 2006, the York Management School has grown rapidly, and there are wider plans for further expansion. The school positions itself within the 1963 founding principles of the University of York which are excellence, equality and opportunity for all. To achieve this, the school emphasises ethical and sustainable approaches to management and an appreciation of the benefits of diversity.

We are a research intensive school with a strong and improving track record. The University of York was ranked 14th overall in the UK Research Excellence Framework (REF) 2014. The proportion of our research of world-leading 4* status was among the highest of any UK University and York was rated tenth out of 122 higher education institutions for the impact of our research. TYMS achieved an overall GPA of 2.87 in the REF 2014 and 50% of our impact was ranked as 4 star. Colleagues in the school successfully bid for approximately £4m of RCUK funding as Principal Investigators in 2016, and a number of our faculty have established records of publishing in CABS 4-ranked and starred-4 journals.

The School’s objective is to produce distinctive, challenging, high quality, policy and practice-relevant research and scholarship embedded within relevant theory. We have an ambitious vision to become the home for world-leading interdisciplinary scholars in the UK. Our aim is to expand the traditional restrictions of business schools based around four broad interdisciplinary research themes of the School:

- Equality, Justice & Ethics
- Risk, Innovation & the Economy
- Sustainability & Resilience
- Management and the Humanities

There is considerable research activity involving staff from different subject groups and other departments in the university. Such activity takes place both at teaching subject level and as part of our research centres and clusters. These include the Centre for the Evolution of Global Business and Institutions, the Centre for the Study of Working Lives, the Management and Organization
History Research Cluster, and the Corruption Network Cluster. Our colleagues also actively engage in cross-campus initiatives such as the York Environmental Sustainability Institute.

The School currently has approximately 26FTE doctoral students, some of whom are employed as Graduate Teaching Assistants. The PhD programme is recognised by the ESRC for Research Training. It is an active member of doctoral training networks in the north of England and in particular is a member of the White Rose consortium that includes the Universities of York, Leeds and Sheffield.

There are over 1450 students in the School with circa 900 undergraduates studying on three and four year degrees and over 500 taught postgraduates studying on our one year masters programmes. The School runs teaching programmes at undergraduate, postgraduate and doctoral level and has recently launched three postgraduate online learning programmes. There are undergraduate degrees in; Accounting, Business Finance and Management, Management, Actuarial Science and Marketing. The Masters Programme has taught degrees in Global Marketing, Accounting and Financial Management, Management, Management with Business Finance, Human Resource Management, and International Business and Strategy. There are also plans to launch a number of new Masters programmes in the next few years while Joint Masters degrees are run with the University’s departments of Sociology, Politics and Environment. We have high levels of student satisfaction and we highly value our friendly and student-oriented approach with increasing focus on placements and employability.

We place considerable emphasis on helping our staff to develop their teaching and research expertise, and staff have access to extensive training and development opportunities. Annually, academics are allocated a Personal Research Allowance to assist with research and conference attendance. There is the opportunity for study leave, awarded periodically, on the basis of agreed research plans and available resources. The School is currently housed in the new award winning Campus East development and will be moving to a larger new building in the heart of our campus in 2020 to accommodate its growth plans.

The School has a team of 25 Professional and Support Staff, under the leadership of the School Manager. The team provide support services for students and staff across a range of functions and are fundamental to the success of the School. Staff members undertake regular training and are supported with access to development opportunities both within the University and externally. Support functions will increase in line with planned growth of the School and in support of strategic initiatives.
Equality & Diversity

Our School and University community is made up of staff and students who are recruited locally, nationally and internationally. Many identities and experiences shape this diversity including: gender and gender identity, transgender, ethnicity and nationality, sexual orientation, physical, learning and mental health disabilities, having a religious or other beliefs, age and combining career or study with caring responsibilities. We are committed to ensuring we reflect this diversity at all levels of our University community. Suitably qualified applicants from all of these groups are encouraged to apply.
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 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 7554
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 20 May 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 Fabien Baugard, Careers and Employability Adviser,
Fabien.baugard@york.ac.uk

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