



Job title	Industrial Placements Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Education and Student Experience Team Faculty of Engineering	Location	University Park Campus

Purpose of role

The role holder will have specific responsibility for the development, management and delivery of industrial placement provision within the Faculty of Engineering, from supporting students with securing a suitable placement to visiting students in their workplace to provide them with coaching and support and to nurture relationships with the employer. Travel for these visits, overnight stays and attendance at events will form an important part of this position and a flexible approach to working patterns is therefore required.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Placement support service The role holder will be a part of the Faculty Placement Team, within the larger Education and Student Experience team, and will contribute to the delivery of an exemplar placement service to our undergraduate students. Working under the guidance of the Senior Education and Student Experience Manager for External Engagement the role holder will be responsible for providing specialist advice on issues relating to the service, assessing customer needs and exercising judgement where solutions are not obvious. A high degree of influencing, negotiating and supporting will be needed with all stakeholders including: Students ▪ Key responsibility for delivering consistency and fairness in students' reflective learning experience regardless of variations between employers, job roles and working cultures ▪ Providing students with guidance throughout their placement and helping them navigate their experience successfully ▪ Provide specialist advice and support to prospective placement students helping to prepare them to secure an industrial placement ▪ Ensure students are signposted to the Faculty Careers Consultants for in depth support with applications and interview skills where appropriate ▪ Design and deliver as appropriate placement related activities within the Faculty Employability skills week each summer	80%

	▪ Maintain communication with students during their placement hunt and whilst they are on placement exploring the use of social media to effectively engage with them. ▪ Develop a coherent and effective approach to promoting opportunities to specific target groups within the Faculty ▪ Facilitate satisfactory communication between the student and employer ensuring both parties receive all relevant information in preparation for placement commencement ▪ Meet with students at least twice whilst they are on their placement, including one physical visit, monitoring their progress and offering support and guidance as appropriate to ensure they record their experience appropriately to align to the requirements of their relevant institutions. ▪ Give general advice on pastoral issues that may impact on the placement and be able to refer students to the support service available. ▪ Monitor the quality of placements based on student feedback and visits. Academic Staff ▪ Develop a communication strategy with academic staff to allow seamless provision of the placement service across the Faculty ▪ Establish reporting mechanisms with the departments to ensure the placement students continue to feel part of their department and any issues are addressed promptly and effectively ▪ Complete visit paperwork to given timescales reporting and following up on any issues relating to the employer, student or course Employers ▪ Proactively seek potential placement opportunities and follow up leads with employers ensuring the programme is promoted and placements secured wherever possible. This involves representing the Faculty in discussions with senior staff at local, national and international companies ▪ Liaise with employers to promote the placement service available to them, and to facilitate recruitment of engineering students ▪ Seek feedback on student's performance and preparation of students for future placements ▪ Identify opportunities for future placements and graduate recruitment ▪ Maintain awareness of trends within the relevant employment sectors Health and safety ▪ Ensure students' safety is managed by ensuring all safety policies are adhered to, risk assessing for placement both within the UK and overseas, and troubleshooting issues as required seeking guidance from the University central specialist teams as appropriate. ▪ Ensure hosts have relevant safety policies in place and liaise as required over insurance issues Faculty Year in Industry Offering ▪ Promotion of Faculty placement provision at Open Days	
--	--	--

	- Ensuring the Faculty's placement learning activities are competitive with other institutions through the development of a network of institutional contacts - Contribute to the on-going review and evaluation of the placements offering across the university	
2	Business Engagement - Engage with various other University departments to build on existing Business partnerships with respect to maximising placement opportunities. - Nurture relationships with employers on the occasion of placement visits, building the partnership for future students and identifying opportunities to link up with the Faculty Careers Consultants to contribute to the employability agenda. - Represent the University's wider interests when visiting placement employers, connecting them with appropriate university colleagues for spin-off collaborations including input to the curriculum, student insight days, research partnerships, industry lectures, postgraduate projects, etc. - Work with the campaigns team to build and maintain relationships with alumni and attend meetings with donors to discuss opportunities	15%
3	Other Special projects and any other duties as appropriate to the level of the post	5%



Person specification

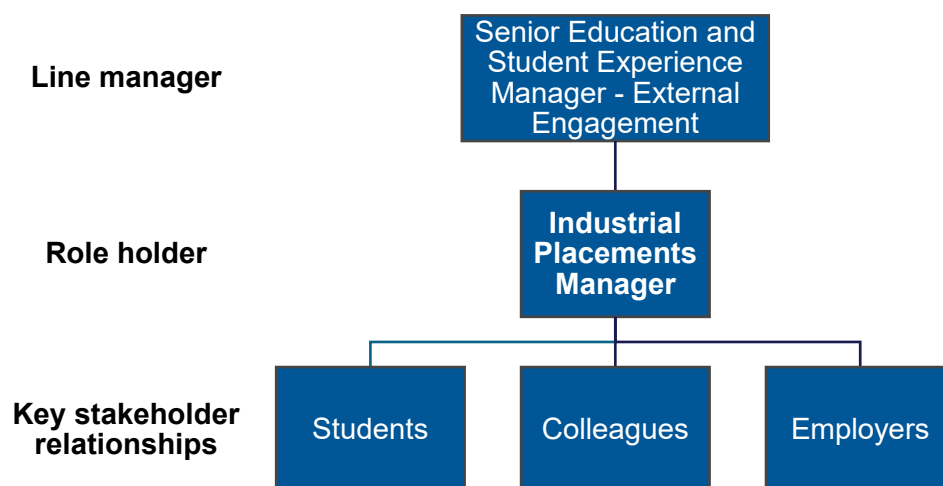
	Essential	Desirable
Skills	▪ Ability to independently manage a demanding workload with competing priorities and meet challenging deadlines ▪ Excellent planning skills with proven ability to organise and co-ordinate multiple events ▪ Ability to identify and make recommendations for improvements to working practices ▪ Proven experience in building successful relationships with the private sector ▪ Excellent interpersonal and communication skills including oral and written skills ▪ Good IT skills, including Office 365, MS Teams and Excel	▪ Ability to identify new opportunities and creative solutions ▪ Enthusiasm for collaboration and innovation
Knowledge and experience	▪ Substantial experience of working in or with private sector organisations, demonstrating a specialist knowledge of work practice and broad commercial awareness ▪ Knowledge of early career pathways within Engineering ▪ Understanding and experience of the recruitment processes adopted by employers ▪ Confident coaching skills in the area of professional development ▪ Experience of maintaining long-term successful relationships with external partners. ▪ Experience of managing and developing others	▪ An established network of contacts within a variety of Engineering companies ▪ Experience in project management, negotiation and business development with external clients
Qualifications, certification and training (relevant to role)		▪ Honours Degree
Statutory, legal or special requirements	▪ Ability to undertake UK based travel as a requirement of the role including holding a full UK driving licence ▪ Proven ability to comply with relevant health and safety and GDPR requirements	

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



Additional Information

The Faculty of Engineering is a large, multi-site organisation with about 4,500 undergraduate and postgraduate taught students and more than 600 staff in Nottingham, with almost all its programmes mirrored at both Malaysia and China campuses. To underpin this, Engineering's Education and Student Experience support is a comprehensive faculty-wide structure. The role holder is required ensure that Faculty and University policy are fulfilled by building relationships with staff at all levels through negotiating and influencing and by taking into account the different structures of each area and their particular needs and adapting where possible, but within policy. The role involves working extensively with staff and managers, providing advice on policy and providing options and solutions to problems. There is also the requirement to build strong relationships with students and external organisations so the ability to represent oneself and the University professionally is essential.

Informal enquiries may be addressed to Sarah Shackleton, Senior Education and Student Experience Manger – External Engagement via email: sarah.shackleton@nottingham.ac.uk
Please note that applications sent directly to this email address will not be accepted.

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post. Please visit <http://www.ukba.homeoffice.gov.uk/> for more information.