



**Cardiff**  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Placement Co-ordinator (Maternity Cover)</b>
<b>Department:</b>	<b>Student Services</b>
<b>Location:</b>	<b>Llandaff Campus</b>
<b>Grade:</b>	<b>6AB</b>
<b>Salary:</b>	<b>£34,804 - £39,152 per annum</b>
<b>Hours</b>	<b>37 hours per week</b>
<b>Tenure:</b>	<b>Fixed term from 4 January 2021 until 31 December 2021 or until the post holder returns whichever date is sooner.</b>

*This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.*

### **Role Summary:**

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23

This post requires an individual with the ability to effectively lead, manage and co-ordinate a placement administration team, creating and maintaining effective administration policies and procedures. The post holder will be required to liaise professionally with academic and external staff, building effective partnerships with both.

### **Principal Duties and Responsibilities:**

1. Lead, manage and co-ordinate the administration of work placements across all Schools
2. Define, refine and maintain centralised placement policies and procedures, ensuring that placement practice meets and exceeds the expectations of the University and requirements of statutory stakeholders
3. Develop new and existing relationships with employers to increase the number of relevant, quality placement opportunities for students
4. Ensure that all operations comply with regulations relating to finance administration of placements, managing budgets and providing accurate annual spending forecasts
5. Become a specialist on placement provision, advising the wider University on best practice and providing a consultative service to improve provision

### **Core Tasks**

1. Manage a team of placement officers, with careful management of performance ensuring relevant objectives are set and progress is monitored
2. Recruit, support and train new staff members when required
3. Review, update and maintain policies relating to placements
4. Review and act accordingly to improve placement processes, ensuring centralised and efficient procedures are implemented and maintained
5. Attend relevant networking events and activities to build partnerships with key stakeholders
6. Host campus based stakeholder events to aid the discussion work placements and consolidate relationships
7. Oversee all placement related finance, including the complex management of external funding and bursaries
8. Produce high level reports and interpret finance information on a regular basis to assist strategic planning
9. Build strong relationships with internal staff members, both within the directorate and across the wider University
10. Attend and lead relevant committees, working groups and networking events to share information and develop contacts
11. Work collaboratively with other departments across the University

### ***Standard Notification***

**These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager. It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.**



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PERSON SPECIFICATION

Post: Placements Co-ordinator  
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Unit/School: Student Services  
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\*Key

A - Application form

I - Interview

T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education & Qualifications (Essential)	Degree educated or equivalent	✓		
Education & Qualifications (Desirable)	ECDL, CLAIT or other IT qualification	✓		

Knowledge (Essential)	Knowledge of effective performance management techniques	✓	✓	
	Knowledge of creating and managing processes via a system	✓	✓	
	An understanding of the local and national labour market	✓	✓	
	Extensive knowledge of Microsoft Office software packages	✓	✓	
Knowledge (Desirable)	Knowledge of CareerHub	✓	✓	
	Knowledge of HE and the student life cycle	✓	✓	
	Knowledge of managing placements in a regulated framework on behalf of a statutory provider	✓	✓	

<p>Skills and Abilities relating to role (Essential)</p>	<p>Well-developed communication and interpersonal skills</p> <p>Proven planning, organisational and prioritising capability</p> <p>Effective negotiation skills</p> <p>Ability to provide a high quality service responding to the needs to both internal and external stakeholders</p> <p>Sound analytical and problem solving capability</p> <p>Excellent attention to detail</p> <p>Ability to lead and deliver on complex projects</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Skills and Abilities relating to role (Desirable)</p>	<p>Ability to communicate in Welsh</p>	<p>✓</p>	<p>✓</p>	

Experience paid / unpaid (Essential)	Experience of creating and managing policies and processes in relation to placement administration	✓	✓	
	Experience of managing an administration team	✓	✓	
	Experience of managing performance in a challenging environment	✓	✓	
	Experience of using Microsoft Office applications, including Word, Excel and PowerPoint	✓	✓	
	Experience of leading working groups, committees or team meetings	✓	✓	
	Experience of initiating and developing office facilities, systems and services.	✓	✓	
	Experience of managing complex budgets	✓	✓	
	Experience of building partnerships with external organisations	✓	✓	
Experience paid/ unpaid (Desirable)	Experience of managing a team in a Higher Education environment	✓	✓	
	Experience of using CareerHub	✓	✓	

Other Requirements (Essential)	An understanding of equal opportunities as they relate to provision of support for students  Willingness to undergo further development and training as required	✓  ✓	✓  ✓	
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