



LIVERPOOL HOPE  
UNIVERSITY

175 YEARS OF ACADEMIC  
EXCELLENCE

# PLACEMENT OFFICER – 4ASDW2A RECRUITMENT PACK

Closing date: Monday 1<sup>st</sup> November  
2021 by 5.00 p.m.

Included in this pack

Role Outline  
About the University  
Job Specific Details  
Job Description / Role Profile  
Person Specification  
Further information and Benefits of Working at Liverpool Hope University  
Useful Links and How to Apply



## PERSONNEL DEPARTMENT RECRUITMENT PACK

POST: Placement Officer (0.63 FTE)

STARTING DATE: October 2021

SALARY RANGE: £24,871 - £27,924 (Grade 5) (pro rata to hours worked) per annum

TYPE OF CONTRACT: Permanent

WORKING PATTERN: Part time/Term time – 41 weeks

REPORTS TO: Head of Student Development and Employability

## THE UNIVERSITY

If you join us, you will be doing so at an exciting time in our development and join a team of over a thousand staff, committed to providing education to our thousands of students. Liverpool Hope University is a financially sound, vibrant academic community with excellent scholarly standards and high ambition. We are proud of our past, confident in our present and excited about our future.

Hope is a liberal arts inspired university with a unique ecumenical Christian foundation, which strives to provide a deep and well-rounded education of the whole person irrespective of faith, age, social class or ethnic origins or physical capacity. We are a real community with two beautiful garden campuses which has striven for and, we believe, achieved that balance between research and teaching. We have also successfully brought together the benefits of full University status (including RDAP) with the value of a college experience. At Hope a drive for academic excellence and a genuine concern to widen participation complement each other. Ours, we say with justification, is 'a University with a collegiate heart'.

## THE POST:

Liverpool Hope University is seeking to appoint a Placement Officer who will directly support the University's Employability Strategy. The role will report to the Careers and Employability Team Leader who will lead the Placement Team in providing direct support to students and graduates to find work placements, summer internships, graduate internships and graduate jobs. A high priority of the role will be to work with students before and during placement, providing specialist advice and guidance to help them succeed in a competitive selection process and to develop in the workplace.

Candidates should be able to demonstrate experience of working with employers, with an up to date knowledge of the Higher Education sector and a knowledge of the Merseyside and UK job markets. Experience of delivering employment-related presentations and a work placement programme within subject areas would also be an advantage.

The post is permanent, subject to the normal probationary period of twelve months.

## JOB DESCRIPTION/KEY DUTIES OF THE POST:

<b>Job Title</b>	<b>Placements Officer (0.63 FTE)</b>	<b>Code</b>	
<b>Subject/Service Area</b>	<b>Student Development &amp; Well-being</b>		
<b>Reports to</b>	<b>Senior Careers Adviser</b>		
<b>Accountable To</b>	<b>Head of Student Development &amp; Employability</b>		

<b>Purpose of Job</b>
<ol style="list-style-type: none"><li>1. To work as part of Liverpool Hope University's Placement Team supporting existing student placement programmes amongst our undergraduate cohort.</li><li>2. To work with students before and during placement, providing specialist advice and guidance to help them succeed in a competitive selection process and to develop in the workplace.</li></ol>

3. To work closely and build strong working relationships with local, national and international employers to encourage them to provide placements for students in the allocated Schools.
4. To provide effective and efficient administrative support to the Placement Team.

### **Key Tasks / Responsibilities**

1. To provide detailed advice and guidance to students before and during placement, using judgement to suggest suitable options and to engage stakeholders.
2. To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change.
3. To visit undergraduate students on placement in the workplace, providing guidance and feeding back to colleagues within the allocated Schools.
4. To organise placement-related events, ensuring all activities run efficiently by co-ordinating diaries, booking venues and supplying relevant information.
5. To regularly engage and liaise with external organisations to create placement opportunities for students in the allocated Schools.
6. To keep relevant documents up to date, including a placement handbook for students, information packs for placement providers and other materials for students, staff and providers.
7. To introduce and maintain innovative methods of engaging students through digital communications.
8. Any other duties as allocated by the line manager following consultation with the post holder.

### **Work Performed (relating to key tasks)**

- To provide appropriate advice and guidance to students regarding work experience, internships, placements, enterprise and graduate employment opportunities
- To convert available opportunities into student placement and graduate employment outcomes
- Embed employer engagement activity across all subjects; e.g. guest lectures, workshops, recruitment fairs, industry Q&A forums
- Deliver significant growth in employment opportunities, as measured by the number and range of graduate jobs and placements advertised to students
- Establish relationships with relevant employers in order to promote opportunities to engage with careers, employment and enterprise activity across the University
- Actively increase the number and range of placement opportunities across Schools by promoting the University placement provision to employers

<b>Materials, resources &amp; equipment to be used</b>
PC/Fax/Photocopier/Telephone
<b>Qualifications / Experience Required</b>
<p>Be educated to degree level or equivalent and have a proven ability in developing, recording and monitoring activity through database systems and experience of developing and maintaining effective relationships with colleagues in a university or industrial context.</p> <ol style="list-style-type: none"> <li>1. A Degree or equivalent</li> <li>2. An up to date knowledge of the Higher Education sector and Graduate Recruitment.</li> <li>3. A commitment to the delivery of an innovative employability programme within the academic curriculum.</li> <li>4. An ability to communicate effectively with colleagues at all levels within the University and Business networks.</li> <li>5. A commitment to team work.</li> <li>6. The ability to manage one's time effectively and work flexibly on several projects simultaneously.</li> <li>7. A willingness to be flexible in meeting the needs of students and those of the businesses/employers we work with.</li> <li>8. IT literacy including use of Word-Processing, Data Management, Spreadsheets, E-mail and the Internet.</li> <li>9. An ability to deliver presentations to all levels of staff and students, graduates and employers.</li> </ol>

<b>Regular contacts (internal / external)</b>
<p>Head of Student Development &amp; Employability  Senior Careers Adviser (Team Leader)  Heads of School  Careers &amp; Employability Team  Heads of Department / Subjects  Student Development &amp; Wellbeing Staff  Graduate Employers – local, regional, national, international  Merseyside SME's  Hope Administrators and Management</p>
<b>Staff Reporting to Post holder</b>
None.

#### NAME OF CONTACT FOR QUERIES:

Mrs Ginny Mair

Head of Student Development and Employability

[mairv@hope.ac.uk](mailto:mairv@hope.ac.uk)

#### CONDITIONS OF SERVICE:

This post is based at the Hope Park Campus. However, you may be required to work in other areas of the University as and when required.

The posts are permanent subject to the normal probationary period of twelve months.

Salary scale for this post is £24,871 - £27,924 (grade 5) (pro rata to hours worked) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. Factors which may be taken into consideration when deciding an appropriate starting salary include; previous relevant experience in relation to the role and person specification, consideration of the current salary of the successful candidate (where this can be confirmed by documentary evidence or a reference from the existing employer), consideration of Equal Pay legislation and external market factors. A higher salary should not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and supported by evidence. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 25 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

## PERSON SPECIFICATION

### Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

	Essential(E)/ Desirable(D)	Method of assessment
<b>Educational Requirements</b>		
Educated to degree level (or equivalent)	E	A
Post Graduate qualification preferred (or equivalent)	D	A
<b>Experience</b>	<b>Essential(E)/ Desirable(D)</b>	<b>Method of assessment</b>
Experience of work in a student support capacity in Higher Education	D	A/I
Experience of sourcing internships and work placements	E	A/I
Experience of delivering an employment matching service to SME's and variety of industry sectors	E	A/I
Experience of identifying clients' requirements and providing appropriate advice and information and/or making appropriate referrals to additional sources of support	D	A/I
Experience of forming effective working relationships within and across teams	D	A/I
<b>Skills and Knowledge</b>	<b>Essential(E)/ Desirable(D)</b>	<b>Method of assessment</b>
Working knowledge of the current job market	E	A/I
An up to date knowledge of the Higher Education sector	D	A/I
Effective use of IT Software in the delivery of presentations	D	A/I
Effective use of internet search engines	D	A/I

Ability to use Microsoft Office / Apple iMac applications	D	A/I
Awareness of customer care good practice	E	A/I
Understanding how diverse cultural and social backgrounds can impact on customer service provision	E	A/I
Ability to communicate clearly, both verbally and written, with a range of audiences	E	A/I
Ability to build effective working relationships and communication with all levels of staff and teams within the University and externally	E	A/I
Able to provide examples of successful team working experience	D	A/I
Able to use own initiative and work without direct supervision	E	A/I
Ability to handle confidential information, working within agreed guidelines and in accordance with data protection regulations	E	A/I
<b>Any other requirements</b>	<b>Essential(E)/ Desirable(D)</b>	<b>Method of assessment</b>
Approachable, patient and empathetic listener	D	A/I
Able to work outside of office hours if required to assist with events or attend meetings	E	A/I
Proven ability and skills to respond to clients with balanced and sensitive judgement and an inclusive approach	E	A/I
Flexible, well organised and adaptable approach to work	D	A/I
Attention to detail	D	A/I
Pro-active approach to tasks, with the ability to identify solutions to issues and problems	E	A/I
Proven ability to work under pressure and to deadlines and to prioritise and manage personal workloads	D	A/I



Willingness to undertake training and development if appropriate	D	A/I
Commitment to providing a high quality employment service underpinned by the Mission and values of the University	E	A/I

## FURTHER INFORMATION

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

### Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

### Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

### Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

### Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties.

## Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

## Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

### Pay and pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

### Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements
- Help with childcare costs

### Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

### Health and Well-being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

### Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning.

## Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

## Useful Links

[www.hope.ac.uk/lifeathope/welcome](http://www.hope.ac.uk/lifeathope/welcome)

[Celebrating National Recognition](#)

[Student Careers and Employability](#)

[www.hope.ac.uk/personnel](http://www.hope.ac.uk/personnel)

[www.hope.ac.uk/jobs](http://www.hope.ac.uk/jobs)

[www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff](http://www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff)

[www.hope.ac.uk/media/liverpoolhope/contentassets/media,42616,en.pdf](http://www.hope.ac.uk/media/liverpoolhope/contentassets/media,42616,en.pdf)

## How to Apply

You can download the application form by the links below, or request a hard copy by emailing [jobs@hope.ac.uk](mailto:jobs@hope.ac.uk). You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

<https://www.hope.ac.uk/aboutus/jobopportunities/howtoapply/>

