

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Placement Officer

Job Ref No: REQ000316

Contract type: Fixed Term (12-months)

Hours per week: Full Time – 36½ hours per week

T&Cs: Business Support

Band: D

Salary: £20,650 to £22,550 per annum

Location: South & City College Birmingham*
*Post-holders can be required to work at any College Centre

Responsible to: Employability Coordinator

Aims of Job/Job Purpose

To co-ordinate and monitor student placements

Key Accountabilities and Responsibilities

1. Identifying suitable placements, which meet the requirements of the Capacity and Delivery Fund in preparation for T Levels, college placement criteria and relevant safeguarding issues
2. Recording of student placements and providing appropriate feedback to students, tutors and placement providers
3. Where necessary support the learners' in class to prepare for placement
4. Recording of student placements and providing appropriate feedback to students, tutors and placement providers and, where appropriate, contribute to learners' target setting
5. Liaise with appropriate tutors/coordinators to identify specific course requirements in relation to placements being sought

6. Undertake DBS disclosure applications, health and safety checks and medical questionnaires with students
7. Be part of the student selection and support team
8. Effective employer engagement and organization of placement provider events

Other Duties and Responsibilities

- a) Comply with internal and external quality standards that contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Minimum Level 3 Qualification	✓		Application Form/ Interview
Minimum Level 2 English Qualification	✓		
Experience of the curriculum / area		✓	Application Form/ Interview
Experience of placement work	✓		Application Form/ Interview
Experience of working within a team	✓		Application Form/Interview
Demonstrable communication skills	✓		Application Form/Interview
Demonstrable administrative and organisational skills	✓		Application Form/Interview/ Test
Excellent IT skills to include Microsoft Office packages and Management Information Systems	✓		Application Form/Interview/ Test
Demonstrable numeracy and literacy skills	✓		Application Form/Interview/ Test
Demonstrable record of working flexibly and using own initiative	✓		Application Form/Interview
Experience of working to pressure and tight deadlines	✓		Application Form/Interview
Demonstrable record of achievement against objectives and targets	✓		Application Form/Interview