

UNIVERSITY OF DERBY
JOB DESCRIPTION

JOB TITLE	Work Experience Co-ordinator		
DEPARTMENT	Career and Employment Service		
LOCATION	Kedleston Road, Derby		
JOB NUMBER	0678-17	SALARY	£26,498 to £26,498 per annum
REPORTS TO	Academic Lead for Employability		

Role Summary

The application of learning through work experience and employer projects are essential to learning at the University of Derby. We aim to deliver student experiences through which they can explore the application of their discipline in an organisation, to develop new insights, skills and attributes. Work experience, projects and live briefs connect students, academic teams, employers and community organisations.

The Work Experience Co-ordinator is a key role in making this happen: building relationships, creating and organising experiences for students. A collaborative and creative approach will be essential. The relationships and opportunities developed must be high quality. This requires attention to detail and a commitment to excellent service quality.

Principal Accountabilities

1. To co-ordinate the implementation of a centralised service for the inclusion of work experience, live briefs and projects in academic programmes and the extra curricula employability award:
 - Develop and operationalise a model and procedures;
 - Improve access to work experience and projects for students, community organisations, employers and academic colleagues;
 - Raise the profile of work experience and promote the benefits of engagement;
 - Work collaboratively to develop learning, reflection and marketing materials for all stakeholders;
 - Improve work experience practice and infrastructure;
 - Recognise and celebrate work experience, projects and live briefs
2. To promote the benefits of work experience, raise the profile of opportunities and showcase success. To organise and contribute to events, marketing and social media. Support students to develop their understanding of how work experience enhances learning and employability using a variety of methods, including face to face information and advice, workshops, resources and social media. Appropriately refer students to colleagues within the team for employability advice and guidance.
3. Work collaboratively within the Careers and Employment Service team and with Colleges to understand and respond to the needs of academic and employability programmes and to deliver a comprehensive service for students, academics, employers and community organisations. This

includes:

- supporting the Careers Consultants linked to the Colleges to identify the requirements of programmes and to communicate progress in meeting requirements;
 - Working closely with the Volunteering and Futures Award Co-ordinator to manage relationships and opportunities;
 - Contributing to establishing, building and managing long-term relationships with a wide range of appropriate employers, community organisations and external networks.
4. To administer the policy and procedures, including workflow, required to ensure student experiences are high quality and responsibilities are clear (eg for induction, feedback and health & safety). Work with the E-Resources Officers to ensure that data is recorded on a suitable platform that can be easily accessed by employers, academics, students and the wider CES team and kept in accordance with University policies.
 5. To achieve growth in student engagement and monitor the impact on student development and graduate destinations.
 6. To establish and maintain an understanding of the legislation, Higher Education Quality Frameworks and University regulations impacting on student work experience.
 7. Provide expert advice regarding reviewing policies and practice.
 8. Analyse and evaluate the quality and impact of the service and the experiences delivered for all stakeholders and report findings.
 9. To develop an annual plan for the continual enhancement of the co-ordination of work experience in the curriculum. Track implementation of the plan, taking appropriate responsibility for actions related to it.
 10. Maintain a safe working environment and ensure compliance with legislation, equal opportunities, SENDA, DDA.
 11. Other duties as directed by your line manager, which are within the scope and spirit of the job purpose and contribute to the service.

Person Specification

1. Essential Criteria

Qualifications

- A degree or relevant professional experience

Experience

- Experience of project administration within a fast paced office environment, delivering to stretching targets and monitoring impact whilst providing excellent customer experiences
- Experience of developing and maintaining professional external relationships

Skills, knowledge and abilities

- Excellent communication skills, oral and written, and the ability to engage appropriately with students, academic staff and external organisations
- An understanding of employers and community organisations, local, regional and national
- Understanding of benefits of work experience and the responsibilities of the University, students and employers in providing high quality opportunities
- Ability to achieve growth and monitor impact

- Understanding of employability attributes and skills
- Ability to represent the service to internal departments and the University externally
- Highly organised and analytical.
- IT Skills, including MS office, databases, record keeping, analysis and reporting, extracting content for communications and using social media for professional purposes
- Commitment to providing outstanding customer service with a professional and approachable manner
- Ability to prioritise workloads to meet the high demands of the service
- Self-motivated and innovative
- A collaborative approach, able to build relationships and a good team player
- Commitment to equal opportunities

Business requirements

- Occasional travel to other University sites
- Occasional evening and weekend work

2. Desirable:

Experience

- Project management experience and or qualification

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>