



Year Placements Officer

Year Placements Team

Careers & Employability

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June 2026

Job Title:	Year Placements Officer
Job Family:	Careers and Employability
Department:	Careers and Employability
School:	Professional Services
Grade:	5
Responsible to:	Year Placements Manager
Responsible for:	N/A

Job Purpose

The Year Placements Officer works as part of a team to provide pastoral and administrative support to students and year placement employers through all stages of the year placement lifecycle. The role includes engaging first year students in eligible courses to see the value of doing a year placement, supporting second year students through the process of sourcing and securing a placement opportunity, and working with both students and placement hosts to complete pre-placement compliance checks. The post holder is a point of contact for

students whilst on placement and is responsible for student support and placement administration activities.

Key Accountabilities
1. Being Student/Customer focused: • Work collaboratively with the wider team and Schools to design and implement a responsive and flexible activity programme to support students before year placement. • Deliver placement year briefings, employability skills workshops, and 1:1 advice to students. • Create awareness and access to relevant support for appropriate placement experiences. • Escalate cases where students face personal barriers to undertaking a year placement. • Use communication channels to maintain contact with students, enabling access to placement information and facilitating excellent customer service.
2. Planning and organising: • Support pre-placement compliance checks and administration. • Monitor meetings/visits with students during year placement to track progress and ensure safety.
3. Interpersonal skills (including communicating and influencing): • Work with the Careers Information and Engagement Officer and other marketing colleagues to create marketing tools to promote year placements. • Convey information in an understandable and engaging manner, both verbally and in writing. • Liaise with the international team and other colleagues to support international students seeking a year placement with Tier 4 compliance.
4. Problem solving and decision making (including initiative): • Demonstrate motivation in keeping skills and knowledge up to date. • Identify and escalate opportunities for service improvement using data and evaluation.
5. Leadership and management (including teamwork): • Work cooperatively with others in the team and across departments.
6. Taking Responsibility: • Maintain the year placement database with details of placement providers and students' progress, and provide regular progress updates. • Monitor student progress and address concerns, ensuring the work environment is suitable and safe.

- Work within and ensure compliance with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment legislation.

Person Specification

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Department:	Careers and Employability
School:	Professional Services
Grade:	5
Professional Membership/Registration required (please specify):	None
DBS Check required (please specify):	No
Security Clearance Check required (please specify):	No
Eligible for Sponsorship SOC code (please specify):	No

Criteria	Essential (E) / Desirable (D)	Method of Assessment (Application (A) / Interview (I) Exercise (E))
Qualifications and Knowledge		
1. Undergraduate degree in any subject	D	A
2. Knowledge of the student and graduate UK labour market	E	A/E
Being Student/Customer focused		
3. Experience of delivering excellent customer service through advice and guidance to diverse stakeholders, including supporting customers remotely and face to face	E	A/I
4. Awareness of student diversity, expectations of students, and understanding of the importance of taking these variables into account in providing a service to students	E	A/E
Planning and organising		
5. Ability to plan your time effectively to work under pressure and with a high volume of student and employer interactions	E	A/I

<i>Interpersonal Skills (including communicating and influencing)</i>		
6. Able to convey information in an understandable and engaging manner; both verbally and in writing	E	A/I
<i>Problem solving and decision-making (including initiative)</i>		
7. Demonstrates motivation in keeping skills and knowledge up to date	E	A/I
<i>Leadership and Management (including teamwork)</i>		
8. Has the will and ability to work cooperatively with others	E	A/I
<i>Taking Responsibility</i>		
9. Demonstrated motivation to identify opportunities for service improvement using data and evaluation	E	A/I