


**Vacancy ref: 5657**

**Faculty of Health, Innovation, Technology and Science**

**JOB DESCRIPTION**

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| **Title:** | Work Based Learning Officer |
| **Department:** | Work-based and Placement Learning Team |
| **Grade:** | Grade 6 |
| **Salary:** | £32,722 - £38,448 per annum |
| **Hours:** | Full time |
| **Contract Length:** | Fixed term for 2 years |
| **Reporting to:** | Work-based and Placement Learning Manager |
| **Location:** | City Campus - although staff may be asked to work in any location within the University. |
| **Introduction:** | Work Based Learning Officer will work as part of the Work-based and Placement Learning Teams (HITS) coordinating undergraduate and post graduate Work-Based and Placement Learning (WBPL) activity in line with Faculty and University strategic objectives around work-based learning and our agenda for student employability. |

| **Purpose of the role** |
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| The appointed person will be expected to coordinate undergraduate and post graduate Work Based and Placement Learning activity within the Faculty of Health, Innovation, Technology and Science in line with the Faculty's strategic objectives around work-based and placement learning and our agenda for student employability. |

| **Duties** |
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| **Co-ordination of Student Placement Activities:**<br><br>• Representing Faculty of Health, Innovation, Technology and Science to prospective and current placement providers.<br><br>• Organising Faculty based employability forums and events in conjunction with the Careers, Employability and Enterprise teams.<br><br>• Supporting academic staff in ensuring that work-related learning is incorporated into all programmes.<br><br>• Ensuring the Faculty's compliance to the University's Work-based and Placement Learning Policy. |

• Monitoring the suitability of existing placement opportunities; ensuring that employers are aware of their responsibilities to the student and of the student's and the University's responsibilities to them; maintaining long-term relationships with the employers concerned.

• Promoting Work-based and Placement Learning opportunities and benefits to students in a range of media including, but not limited to, flyers, presentations, documents, video and online activity.

• Delivering seminars to prepare student for placement and help them to reflect on their experiences. To advise and guide students (in groups or as individuals, online and in person) about the application process including, CVs, application forms, assessment centres, interviews and selection tests and on the requirements of them in undertaking Work-based and Placement Learning.

• Providing a point of contact while the students are on placement and to collate feedback from employers following a placement.

• Ensuring that all students have appropriate DBS checks and fitness to practise clearance prior to their placements and providing placement providers with the appropriate assurances and documentation.

• Working in collaboration with relevant Module Leaders and Work Placement Supervisors. Co-ordinating placement visits ensuring that the requisite number of visits are made to each student/employer. Reporting non compliance through the appropriate management structures.

• Liaising with the Student Futures Team teams and keeping them informed of the Faculty's Work-based and Placement requirements.

• Co-ordinate the Units uses of relevant databases.

**Supervisory Responsibilities**
• Supervising designated Faculty Administrators in their supporting roles.

• Assisting in the training and development of staff on work related learning processes and procedures.

**Information**
• Providing statistical analysis, written and verbal reports on the full range of work- related learning activities that are managed by the Team.

• Ensuring that IT and records are maintained appropriately in line with GDPR and PII, the post holder will be expected to maintain confidentiality in relation to personal information.

**Values and Regulations**

- Any other duties commensurate with the grade as deemed necessary by the Faculty Business Manager.
- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management, Energy

Management and Sustainability Policy Statement, and the Climate and Sustainability Plan.

- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

November 2026

## PERSON SPECIFICATION

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

| Essential Factors | Evidence |
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| Considerable experience in supporting employer engagement and work-related learning in an HE or FE environment. | A,P,I |
| Experience working with students and supporting them in work related learning activities. | A,P, I |
| Educated to Degree level (or equivalent). | A |
| Able to manage and organise staff to provide a consistent, high-quality service | A,I |
| Excellent numerical, verbal and written communication skills | A, I |
| Capable of working with people at all levels in a diplomatic and politically astute manner. | A, P, I |
| Able to assimilate and present data with accuracy and attention to detail. | A, P, I |
| Able to represent the faculty at both internal and external proceedings. | A, P, I |
| Exceptional organisational and interpersonal skills: an excellent communicator, negotiator and presenter. Able to promote relationships both internally and externally. | A, P, I |
| Experience of delivering seminars, supporting students/candidates with CV's and application processes | A, P, I |
| Motivated and enthusiastic. | A, I |
| Ability to work under pressure and to tight deadlines. | A, I |
| Commitment to LJMUs values and regulations, including the Diversity and Inclusion Policy. | A, I |

| Desirable Factors | Evidence |
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| Teaching or equivalent professional Qualification | A |
| Experience of working in Higher Education | A |

A = Application I = Interview P = Presentation T = Test C = Certificate

| BENEFITS OF WORKING FOR US |
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| **Financial benefits:** Competitive salaries based on a low contractual 35 hour working week.<br><br>7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.<br><br>28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS). |
| **Work life balance:** Excellent annual leave provision.<br><br>30 days for support staff and 35 days for staff and senior managers grade 8 and above.<br><br>8 UK bank holidays and up to 5 University closure days between Christmas and New Year.<br><br>Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible. |
| **Health and wellbeing:** Regular wellbeing support initiatives throughout the year.<br><br>Access to a trained counsellor via Employee Assistance Programme (EAP).<br><br>Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing. |
| **Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning. |
| **Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.<br><br>Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.<br><br>Opportunity to volunteer at graduation ceremonies, clearing and open days. |
| **Discounts and other benefits:** A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.<br><br>Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.<br><br>Massively discounted gym and fitness classes at the **University Sport Building.** |



















