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**Job title:** International Placements Manager

**Reports to:** Head of Employability

**Department:**  Student Operations and Support

**Location:** Brighton, Moulsecoomb

**Grade:** 6

**Purpose of the role**

The International Placements Manager is responsible for managing the University of Brighton outward mobility programme for students under the Turing Scheme. The post holder will oversee the programme, taking responsibility for sourcing opportunities and supporting overseas study and work placements for current University of Brighton students and recent graduates. The International Placements Manager works as part of the wider Careers and Employability team at the University of Brighton and works closely with students and academic departments to ensure that Turing Scheme funded opportunities to study and work abroad are promoted to the wider university community with targeted focus on widening participation for students from under represented backgrounds who will benefit in particular from the opportunity to gain valuable overseas experience.

**Line management responsibility for:**

N/A

**Main areas of responsibility:**

* To oversee the development and delivery of outward mobility activity which is funded by the government Turing Scheme at the University.
* To be responsible for the sourcing, development and management of overseas work placements and study opportunities for which students and recent graduates can access Turing Scheme funding for.
* To liaise closely with academic departments where existing opportunities for study abroad are offered to ensure that we maximise the use of the Turing Scheme support in this area.
* To work with colleagues in the Marketing and Communications department to promote the Turing Scheme opportunities to University of Brighton students and recent graduates.
* To manage the design and delivery of comprehensive pre-placement programmes for all relevant placement students; working to secure support with cultural and language preparation where relevant.
* To oversee the operational aspects of the Turing Scheme including risk management and financial administration for the scheme. The setting up of procedures to allocate funding and monitor and ensure compliance with all necessary legislation within the Turing Scheme regulations.
* To be responsible for the ongoing evaluation, development, monitoring and review of administrative systems and procedures of the Turing Scheme.

**General responsibilities**

* Developing and ensuring the maintenance of appropriate databases of placement providers and student records using the Careers and Employability team’s database Target Connect.
* Developing a network of contacts including working with existing placements teams within the university to develop existing and new relationships with organisations offering overseas placement opportunities and making the initial approach as appropriate.
* Engaging with students to ensure that we are meeting their needs in terms of international mobility and managing recruitment and selection of students and recent graduates onto study and work placement opportunities.
* Working with students to ensure they receive appropriate levels of support and advice regarding all aspects of their placements. Taking primary responsibility for the support and resolution of all issues arising throughout the placement process and acting as mediator between student, placement provider and academic advisor (where relevant) as required.
* Managing the design and delivery of training sessions for students going on work placements covering job search and preparation for recruitment activity.
* Providing one-to-one support and guidance to students on their individual needs and interests and offering support and advice on their investigations and applications to companies for placements.
* Managing the administration and organisation of the health and safety risk assessment prior to and whilst the students are on placements, and ensuring that students undertaking placements are appropriately advised of health and safety legislation, employment law, and other relevant legislation.
* Ensuring that students engaging in overseas placements have relevant knowledge of the country they are visiting and are compliant with any visa regulation.
* Maintaining records of all placement activity to inform the writing of a final report on the placement process and performance to inform future planning and development of student overseas activity.
* Evaluating and reporting on the quality of placements through regular liaison with placements tutors, students and placement providers.
* Liaising with the placement staff in other Schools to share opportunities for placements, good practice and general market awareness.
* To undertake evaluation of placement activity, working with partner institutions, overseas employers and student and graduate participants to ensure a quality experience and address any issues raised.
* Supporting other Careers Service activities when appropriate.

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protect Act 2018 and UK GDPR.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge & skills** | * Knowledge of higher education, including an understanding of the challenges faced by students and an awareness of institutional and student priorities.
* Understanding of the requirements of overseas Higher Education Institutions, employers and placement providers when taking on a placement student for study or work.
* Strong communication skills and an ability to build relationships with colleagues and external stakeholders in order to achieve positive results.
* Good attention to detail when dealing with policy and procedures that relate to risk assessment and health and safety.
* Self-motivated with a record of successful performance at an appropriate level of responsibility based on setting and meeting objectives.
* A strong team worker with an ability to work flexibly to meet challenges as they arise and to support other team members.
* Excellent organisation skills with demonstrable evidence that you are able to use time efficiently to meets priorities and deadlines with a minimum of supervision – including an ability to work under pressure and to tight deadlines.
* Good understanding of the importance of risk management in relation to student placement activity.
* Broad understanding of legislation such as Employment Acts, QAA Code of Practice, General Data Protection Regulations, Freedom of Information Act, Disability and Sexual Discrimination Acts.
 | **A, I****A, I****A, I****A, I****I****I****A, I****A, I****A** |
| **Qualifications** | * A degree or demonstrable relevant experience in a similar environment
 | **A** |
| **Experience** | * Experience of working with students in a Higher Education environment or a demonstrable understanding of students’ needs.
* Experience of building relationship with external partners in order to negotiate mutually beneficial agreements with a positive outcome.
* Experience of giving effective presentations to a variety of audiences.
 | **A, I****A, I****A, I, E** |
| **Managing people** | N/A  | **A, I** |
| **Technical/work based skills** | * Experience using MS Office and databases
 | **A, I** |
| **Other** | * The role may include occasional work in the evenings and weekends during busy periods and university events or in managing different time zones.
 | **I** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full-time post 37 hours a week and is fixed term until 31st August 2022.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s strategy - [University strategy 2019–2025 (brighton.ac.uk)](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

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