



Work-Related Learning Officer (Employer Facing)

Reference: EHA1170-0123
Salary: £25642- £27929 per annum
Grade 5, Points 19–22
Contract Type: Permanent
Hours: Full Time (36.25 hours per week)
Location: Ormskirk

Accountable to: Associate Dean Enterprise and Employability, Faculty of Arts & Sciences
Reporting to: Work-Related Learning Manager, Faculty of Arts & Sciences

About the Role

Working as part of the Faculty Work Related Learning (WRL) Team and the wider E3i Team (Employment, Enterprise, Employability, and Innovation) this employer facing WRL Officer post will contribute to the identification and securing of external organisations who can support work related learning activities and or provide placement opportunities for departments within the faculty.

This will involve understanding the needs of both the departments and external organisations to align student capabilities and opportunities.

Specifically, the post holder will be working with departments to help increase the number of external organisations who can support work related learning activities and or provide short-term, including compulsory and extra-curricular placement, and sandwich placement opportunities.

Duties and Responsibilities

Work Related Learning and Placement Development

1. To contribute to the continuous monitoring and review of employer facing WRL activities, placement provision and experiences, including reporting on and resolving student or host-related work placement problems in a timely manner
2. To maintain and keep up to date the central CRM database of all WRL and placement activities in the faculty, ensuring confidentiality in the maintenance of all records
3. To attend and support University and Faculty Working Groups as required
4. Align activities to external regulatory and legal changes and developments (including the QAA Code of Practice, insurance DBSs and health and safety) in respect to work placements and explain and summarise them when needed to departmental staff and external organisations.
5. To pro-actively develop and maintain employer links in line with key areas of the faculty's activity, with a view to establishing new and repeating sources of WRL support activities and placement opportunities Including:
 - sourcing and engaging with external organisations to identify relevant opportunities for the bespoke handbook
 - maintaining and developing the CRM and online portal



6. To work with staff responsible for placements to ensure the delivery and monitoring of the faculty framework for both mandatory and extracurricular placement activities
7. To effectively communicate the WRL framework requirements to stakeholders and provide assistance and support to key staff within the faculty, organisations and placement hosts
8. To ensure that all work placements meet essential external requirements with regard to regulatory and legal obligations (including the QAA Code of Practice, insurance, DBS and health & safety) and operate within the requirements of the faculty framework
9. To support staff within the faculty and organisations including placement hosts and students through a range of mechanisms and media
10. To contribute to development, delivery, continuous monitoring and review of the faculty's WRL provision and the placement experience, including reporting on and resolving student- or host-related work placement problems in a timely manner, in order that the appropriate remedial action can be taken

Employer Engagement and Growth

1. To support module tutors and programme leaders to identify key areas in curriculum for work related learning activity to take place.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers



Edge Hill
University

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.



Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
1.	Degree with Honours or equivalent	*		A
2.	Relevant Professional/Technical Qualification		*	A
Experience and Knowledge				
3.	Experience of working in higher or further education, ideally in a business, employer or student facing role	*		A/I
4.	Experience of successfully working and networking with multiple stakeholders, both internal and external	*		S/I
5.	Knowledge of the academic portfolio and services of the University		*	I
6.	An understanding of the Equality Act		*	I
Abilities and Skills				
7.	High degree of IT literacy including word-processing, databases and spreadsheets	*		S/T
8.	Experience of web-page development and maintenance		*	A/T
9.	Good organisational and project management skills with the capability of working under pressure; planning and prioritising tasks to meet deadlines	*		S/I/T
10.	Good communication and interpersonal skills with a range of audiences and through different media, including both orally and in writing	*		S/I
11.	An ability to maintain accurate data records	*		T/I
12.	Ability to work both independently and as part of a team in decision-making and delivering process outcomes	*		S/I
13.	Proven commitment to quality in the development of relationships and products	*		S/I

		Essential	Desirable	Method of assessment (A/S/I/T/P)
15.	Ability to research, analyse and communicate essential developments in equality legislation	*		I
16.	A flexible approach to work; proven ability in demonstrating problem solving skills and dealing with difficult situations	*		S/I/T
17.	Ability to facilitate learning support for students on work placements by liaising and working with University staff, students and placement providers	*		S/I
18.	Ability to facilitate and monitor the pastoral care and welfare needs of students on work placement by liaising and working with University staff, students and placement providers and visiting and assessing the needs of students in their work placement environment	*		S/I

How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy, you may wish to contact: Lynsey Martin, Work-Related Learning Manager at Martinly@edgehill.ac.uk.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.