WORK PLACEMENT OFFICER

<table>
<thead>
<tr>
<th>Department:</th>
<th>Media, Communications and Cultural Studies</th>
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<tbody>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 5, £33,294 - £37,655 (pro-rata)</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>17.5hrs per week (Part time)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our Disability & Individual needs page. We are happy to supply information in alternative formats for applicants if required. Please contact hr-recruitment@gold.ac.uk to make your request.
The Media, Communications and Cultural Studies Department at Goldsmiths is one of the UK's leaders in the field of media theory and media practice. Its staff and graduates have consistently won international recognition for their research and numerous industry awards for their practice. We attract students from a wide range of backgrounds from mature students, international students, students from the south east of London and from all over Britain.

The Department has a strong interdisciplinary theoretical team, along with a strong commitment to media practice and research equivalent activity. Within this environment, students are encouraged to engage critically with the different approaches to the media in a variety of academic and practice disciplines; to develop skills in research and presentation and to explore creative possibilities across a range of practice media. https://www.gold.ac.uk/media-communications/

**Job description**

**Reporting to:**Internships and Work Placements Manager (Department of Media, Communications and Cultural Studies)

**Summary:**
The Work Placement Officer will support the Internships and Work Placements Manager in co-ordinating, generating, supervising and monitoring work placement provision across the Department of Media, Communications and Cultural Studies. In this department the accredited Work Placement Module is a core module for the majority of students.

You will undertake a support role in assisting in the planning of placements, securing placements through liaison with employers, completion of relevant placement documentation, monitoring and maintaining data systems.

In the role you will also assist with student engagement and communication activities across the department.

**Main duties:**
**Administrative**

- Provide high level, wide ranging administrative support to the Internships and Work Placement Manager.
- Regularly update and ensure accurate employer and student records are maintained.
- Assist in the completion of relevant documentation and paperwork to assess the compliance of work placements in relation to insurance, health and safety, suitability and other relevant criteria.
- Help facilitate the completion of paperwork, approval and compliance of placements students have sourced themselves to ensure they meet requirements in terms of insurance, health and safety and placement suitability.
- Assist in student’s access to teaching and learning support for the Work Placement module.
- Help maintain the module and other departmental information pages.

**Placement Provisions**

- Help secure work placement opportunities for students across a wide range of industries.
- Proactively research, identify and develop relationships with organisations that might offer suitable placement opportunities for students.
- Assist in identifying, developing, building and maintaining links with companies in the creative and media industries, with an aim of securing suitable work placements.
- Help with creating new avenues for placements within areas such as charities, NGOs, SMEs, start-ups and businesses within the community local to Goldsmiths.

**Student and Employer Support**

- Act as a secondary contact between the Internships and Work Placement Manager, students and employers who provide placements.
- Meet with students to discuss their placement preferences.
- Help support students in preparing to apply for placements and prepare their CV, applications, interviews etc.
- Assess applications and, where necessary, help companies shortlist students for placements.
- When placements are taking place, help to liaise with employers and students on all matters relating to the progress of students in the work placement setting.
• Troubleshooting: help to deal with issues that arise during placements and identify these to the Internships and Work Placements Manager.
• Be a secondary point of contact to help provide support for students who are having issues with their placement and ensure that problems which arise during placements are discussed and resolved, liaising with employers, students and the Internships and Work Placements Manager to broker solutions to issues.
• Help to motivate and engage students with the work placement module and signpost careers advice available.

Other
• Assist where necessary with the organisation, communication and facilitation of departmental workshops and events.
• Support with student engagement and communication activities.
• Posting opportunities to students and student engagement communications.
• Undertake any other duties as may reasonably be required.
• Occasionally may require out of hours work.
• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:
<table>
<thead>
<tr>
<th>Category</th>
<th>Essential Criteria 1 - Qualifications</th>
<th>Desirable Criteria 1 - Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree (or equivalent)</td>
<td>A, C</td>
<td></td>
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<tr>
<th>Category</th>
<th>Essential Criteria 2 - Experience</th>
<th>Desirable Criteria 2 - Experience</th>
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<tbody>
<tr>
<td>Experience working in an administrative capacity, can be within a creative role.</td>
<td>A, I</td>
<td>Experience of working in the creative or media industries. A, I</td>
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<tr>
<td>Experience in a relevant field e.g. media, arts, creative industry, careers, Higher Education.</td>
<td>A, I</td>
<td>Previous experience organising, or facilitating, work placements. A, I</td>
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<td></td>
<td></td>
<td>Experience working in Higher Education.</td>
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<td></td>
<td></td>
<td>Experience in a careers related role. A, I</td>
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<td>Experience working with students or young people. A, I</td>
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<td></td>
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<td>Experience of networking and building effective relationships within the creative and media industries. A, I</td>
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<tr>
<th>Category</th>
<th>Essential Criteria 3 - Knowledge</th>
<th>Desirable Criteria 3 - Knowledge</th>
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<td>Knowledge of a relevant employment sector such as creative, media, communications, arts, careers.</td>
<td>A, I</td>
<td>An understanding of the value of work placements for students and for placement providers. A, I</td>
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<td></td>
<td></td>
<td>Knowledge of the requirements of working in the media or creative industries e.g. freelance work, portfolios. A, I</td>
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<td>An awareness of the careers that may typically be of interest to students in the Department of Media, Communications and Cultural Studies. A, I</td>
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<tr>
<th>Category</th>
<th>Essential Criteria 4 - Skills</th>
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<td>Proficiencies in Microsoft Office programmes, especially Word, Outlook, and Excel.</td>
<td>A, I</td>
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<td>Ability to efficiently maintain records and databases.</td>
<td>A, I</td>
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<tr>
<td>Excellent interpersonal and communications skills.</td>
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Excellent writing and numeracy skills.

Desirable Criteria 4 - Skills

- Able to research and think creatively in identifying possible placement organisations.
- Ability to organise and prioritise a swiftly-paced, demanding and varied workload.
- Confident in developing effective relationships and building rapport with a diverse range of people (including academic staff, students, placement organisations).
- Ability to put forward new ideas and take the initiative in problem solving.
- Ability to work both independently and as a member of a small team

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.

For more information about the role, please contact Rachael Boxill, e-mail r.boxill@gold.ac.uk

RB – June 24

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:
• Competitive salary
• Working in Zone 2, with fantastic transport links and interest free travel to work loans
• Excellent annual leave entitlement plus additional closure days at Christmas and Easter
• Membership of USS or LPFA pension scheme, dependent upon grade
• Maternity, paternity, shared parental leave and adoption leave and pay
• Contractual sick pay provision
• Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
• Free eye tests
• Cycle to work scheme
• Wellbeing initiatives including the Chaplaincy and Staff Choir
• On-site dining facilities
• Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.