

Placement Manager

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Company: GBS Global Applied Knowledge

Location: Birmingham

Category: other-general

Placement Manager

This role is not eligible for visa sponsorship!

The purpose of the position is to manage Global Banking School's (GBS) work placements and internships programme. The Placement Manager will work closely with the Associate Deans, faculty staff, support teams and employers to deliver a high-quality experience for learners and to co-ordinate the efficient administration of quality assurance for placements and internships. You will manage a team of Placement Officers and support the Head of Careers, Employability and Enterprise in delivering a high-quality placement service.

You will be expected to build and grow our database of placement providers and to increase opportunities for internships, work placements and work-related learning. You will be the primary contact for placement related enquiries.

Main Responsibilities

- To be responsible for the successful delivery of all required student work placements, meeting all KPIs.
- To lead and manage the placement team to meet or exceed all KPIs.
- To liaise with Deans/Associate Deans to produce an annual plan for student placements.
- To establish and maintain sustainable relationships with employers and different industry sectors, and to continue developing placement and professional development opportunities for GBS students
- To ensure accurate work placement and student records are maintained and to provide both

regular and ad hoc reports

- To manage multiple student placements. This will include ensuring all the correct paperwork is received from the student and the employer; ensuring the placement is set up correctly between GBS and the employer; and to ensure that GBS remains compliant in accordance with the placement requirements and partnership organisations
- To develop online resources to support students who are undertaking work placement opportunities
- To work with the wider careers team in delivering a series of pre-placement preparation workshops to support students prior to starting their placement
- To manage placement vacancies and sending out bi-weekly job bulletin to students
- To check and authorise placements and to carry out quality assurance of placement
- To assist employers in promoting and advertising job opportunities within GBS to our students through our online platform, targeted emails, and careers newsletter
- To manage the Volunteering and Placement Fair online and on campus across all GBS locations
- To write and deliver placement workshops and support with one-to-one student meetings
- To manage the administration process for DBS checks and to ensure all DBSs on file are valid
- To ensure all placement policies and processes are updated
- To work with employers in identifying and addressing skill gaps and employment opportunities for the students
- Maintaining regular contact with student's and employers, to monitor the progress of the placement and resolve any issues that may arise
- To keep up to date with current labour market information
- To undertake travel between GBS campuses
- To maintain confidentiality in relation to all college information, to comply with GDPR legislation and ensure that due care is taken when sharing information with third parties
- To undertake any other duties that may be required to meet the demands of the service and the role
- Participate in training and development, as appropriate
- Flexible in working hours to cover evening and weekend demands as necessary
- Comply with GBS policies and procedures and maintain Health and Safety standards
- Support and actively participate in the implementation of GBS equal opportunities

policies.

Requirements

- Recognised professional qualification, degree in a relevant discipline or equivalent
- Ability to think strategically and to communicate that thinking effectively
- Previous experience of working within a HE placement environment, Careers Service or Recruitment Service
- Experience of leading and managing a team
- Experience of delivering workshops and one-to-one appointments
- Experience of managing work-based placements
- Sound knowledge, understanding and experience of employer engagement
- Excellent interpersonal skills and experienced in developing and maintaining stakeholder relationships
- Effective networking and developing effective relationships/partnership working
- A commitment to keeping informed of the current labour market trends, particularly recruitment practices used in the business and healthcare sectors, with the possibility of adding additional sectors as the schools needs arise
- Experience of client relationship management
- The ability to achieve targets in a fast-paced organisation
- Intermediate IT skills and the ability to adapt quickly to new technology
- Excellent communication skills, both written and verbal
- Experience of working with a broad range of students of different ages, background and cultures
- Commitment to equality of opportunity for all students, staff, clients, and members of the public, regardless of race, religion, colour, ethnic origin, nationality, gender, sexual orientation, age or disability

Desirable

- Experience of working with adult learners
- Understanding of basic employment rights

Other Information

Standard benefits of employment at GBS include:

- **25 days annual leave, plus 8 public holidays**

- 1-day extra leave per year of service, up to a maximum of 5 days
- Workplace pension scheme with NEST
- Tuition reimbursement for career development courses
- Cycle to Work scheme.
- Access to GBS “Life” - discounts platform, wellbeing centre and much more
- Reward and recognition programme
- £500 award employee referral scheme
- Discretionary annual performance bonus
- Specsavers eye care vouchers
- Access to a TOTUM discount card and eligibility for a Costco membership

The successful candidate will also be expected to demonstrate their commitment:

To GBS values and regulations, including equal opportunities policy.

The GBS’s Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of GBS’s Environmental Policy.

To their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

We improve lives through education, committing to inclusiveness and realising the power of diversity each day. We are proud of the many backgrounds, experiences, beliefs and cultures here at GBS — people are the heart of everything we do and our aspirations for the society we want to see in the future.

#LI-Onsite

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