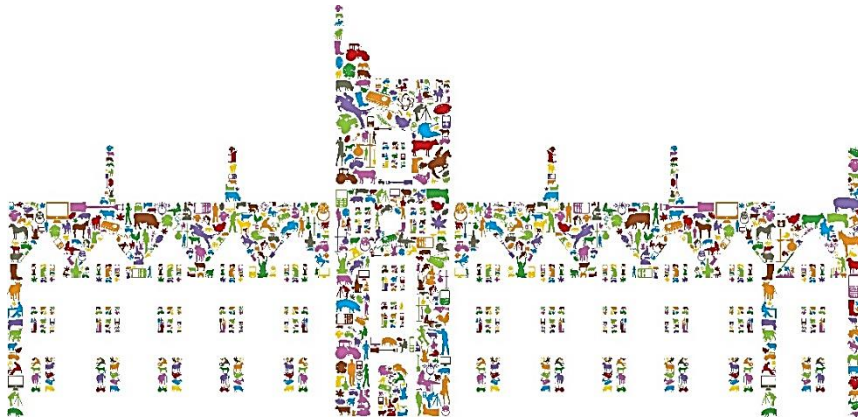


# Placements & Employability Administrator



## Introduction

The Royal Agricultural University (RAU) is going through a period of exciting and dynamic change. At the forefront of agricultural education since our foundation as the Royal Agricultural College in 1845, the University now has some 1,200 undergraduate students from over 45 different countries studying at our historic campus, set in 25 acres of magnificent grounds in the heart of the Cotswolds.

A full University since 2013, the RAU is an acknowledged leader in education and applied research relevant to the land-based industries notably agriculture, rural land management, property and the built environment, the food supply chain, agribusiness, countryside and environmental management and equine management and science.

## The Role

The post holder will work with our employability and enterprise teams to provide a range of administrative support, including the administration of student placements, input into the CRM, maintain the RAU Online Jobs Portal, update and maintain website and social media presence and support the planning and running of events. They will model excellent customer service behaviours and work with colleagues to develop the Student Hub as a highly regarded provision for students. In addition, the post holder will also provide some cover for the Student Information Desk, providing a front-line enquiry, information and referral service to students. They will model excellent customer service behaviours and work with colleagues to develop the Student Hub as a highly regarded provision for students.

**Department:** Employability and Enterprise

**Responsible to:** Head of Industry Engagement

**Location:** Cirencester

**Term:** Permanent, 35 hrs/week

**Salary** (appointment level will depend on experience): Grade 5: £22,417 - £26,715 p.a.

**Relationship with:** Staff, including but not exclusively, Careers, Placement Tutors, Student Hub, Registry, students, external organisations, placement providers.

## Key Responsibilities

- To provide an administrative service to the employability and enterprise teams based within the Student Hub.
- To administer student placements, liaising with placement providers, academics, and students as required.
- To ensure that the web and online presence of our Employability and Enterprise work is up to date.
- In partnership with Marketing, Recruitment and Communications, to ensure that the employability and enterprise social media presence is active and to maintain and update our RAU Online Jobs Portal.
- To ensure that relevant records on the CRM are up to date and that the CRM is being used to best effect
- To assist in the planning, administration and delivery of careers events.
- To staff the Student Information Desk alongside the SID Officer at agreed times and to provide cover as required.
- Ensure that feedback gathered from students – formally or informally – is relayed to the appropriate post holder to ensure that the RAU is continually enhancing the student experience.

### Other responsibilities

- To carry out general duties where required to ensure the smooth running of the University. This could include general administration assistance in other departments, looking after visitors, assisting other student facing functions.
- Attend all meetings as designated.
- Be available to assist with the smooth running of University events.
- Attend any staff development or training course that are mutually deemed appropriate.

## Person Specification

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview C) Test / Exercise
The post holder must be able to demonstrate:		
A minimum of three years relevant experience	D	A, B
Excellent written and oral communication skills, including a high level of literacy and diplomacy skills	E	A, B, C
Excellent time management	E	A, B, C
Computer literate with experience of Office systems	E	A, B, C
Experience, knowledge and understanding of HEI process and procedures	D	A, B
Experience of dealing with student enquiries	D	A, B
Demonstrable ability to work to tight deadlines and prioritise workload	E	A, B, C
Demonstrable ability to work in a small team and relate well to a wide range of people including those in senior positions	E	A, B
Excellent interpersonal skills and networking skills	E	A, B
Demonstrable customer service behaviours	E	A, B

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview C) Test / Exercise
The post holder must be able to demonstrate:		
Demonstrable ability to be self-motivated, show initiative, and work under own direction	E	A, B
Good standard of education	E	A
Values that are aligned to the RAU Strategy.	E	B
Appropriate professionalism, self-confidence, creativity, determination, ambition and energy.	E	B
Highly motivated to deliver an outstanding student experience	E	B
Committed to being an ambassador for the University.	E	B
Prepared to take collective responsibility working with appropriate levels of trust	E	B
Committed to resolving problems and tackling difficult issues with a solution-based focus.	E	A, B
Good interpersonal skills and the ability to build effective working relationships with people at all levels throughout the University	E	B
Experience of working in a Higher Education or Further Education environment	D	A, B
Experience in a similar role	E	A, B

## Benefits of Working with Us

We have over 200 dedicated employees who are proud to work for us. Over the last year, we've continued to invest in our people. Whether our people are permanent, or join us for a few months, we genuinely take their health, wellbeing, and development seriously. We believe in investing in development and happiness at work and have a good range of benefits, a full list can be found here: <https://www.rau.ac.uk/about/jobs/benefits-working-us>

## Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) saying where you saw the advert for the role
- Closing date: **15 November 2019**