LONDON'S GLOBAL UNIVERSITY

Job Description

Internships and Vacancies Officer **Grade: 6**

Department: Careers **Location: Bloomsbury / remote**

Reports to
Internship Programmes Manager

Context
UCL Careers is a department of approximately 60 staff. We provide a wide variety of careers information, one-to-one guidance and events for current UCL students, staff and recent UCL graduates. We aim to support students at all stages of their career journey during and after their time at UCL. We also provide a wide range of recruitment solutions for employers or other organisations who are targeting UCL students and graduates.

As a member of the UCL Careers team, the role holder will benefit from the shared expertise of a diverse team. UCL Careers is committed to completing duties in a resourceful and efficient way to help minimise impacts to the environment where possible. UCL Careers is also part of The Careers Group, University of London. For more information about what we do, visit our website: www.ucl.ac.uk/careers.

Main purpose of the job
UCL Careers provides a wide variety of careers information, internhips and vacancies services, one-to-one guidance and events to all current UCL students, researchers, (staff and students), and to recent UCL graduates.

The Internships and Vacancies Officer will facilitate our central recruitment services for employers which will include taking ownership of the day to day running of UCL Careers internship schemes and services we run. This can include internally and externally funded schemes, recruitment services such as UCL Talent Bank, employer meetings, and other internship schemes or services. The role holder will co-ordinate the different elements of the internship schemes and other recruitment services, and develop relationships with employers from various sectors, and students/graduates and researchers across UCL. The role holder will work under the guidance of the Internship Programmes Manager and collaboratively with other Internship & Vacancies staff, the Engagement & Partnerships team, and the wider UCL Careers team.

HR USE ONLY: Position no:
HERA no:

Duties and responsibilities

- Arrange timelines and tasks for our recruitment services for employers, particularly the internship schemes, in consultation with the Internship Programmes Manager, so that these services are administered efficiently and deadlines are met.
- Approve, advertise and process internships and vacancies using our careers management system and other online platforms, and generate reports as required.
- Research potential employers from existing sources and use labour market knowledge to identify those who might advertise/offer internships and vacancies to UCL candidates, proactively contacting them and encouraging them to use our services.
- Provide information about opportunities within the schemes along with other internships and vacancies services to UCL students/graduates and researchers through various channels, such as email, social media and at events encouraging them to apply for relevant roles.
- Provide feedback to UCL candidates on the eligibility of their applications through our internship schemes and services, signposting them to relevant sources of advice and information.
- Write copy and promote our services to a wide range of recruiters, by telephone, email, online and in person, encouraging them to consider UCL candidates for their vacancies.
- Advise employers and other stakeholders about legal implications for using our schemes, advertising through UCL and filling vacancies, such as insurance, health and safety and national minimum wage.
- Write and modify documentation pertaining to internship schemes and vacancy services, such as terms of business, application forms and monitoring templates, in consultation with the Internship Programmes Manager.
- Gather feedback regarding our services from recruiters, students, graduates and researchers, analyse this information and suggest appropriate change, in consultation with the Internship Programmes Manager.
- Provide verbal and written reports about our internship schemes, and other internship and vacancy services as requested by the Internship Programmes Manager.
- Liaise with UCL Academic Departments and Professional Services to promote our schemes and other internship and vacancy services, encouraging them to advertise these services to students/graduates, and integrate them as part of their employability and student experience
- Act as the first point of contact for the Internships and Vacancies Administrator to provide support to vacancies and employer queries.
- Attend UCL Careers meetings, and occasionally those of other groups such as The Careers Group, University of London.
- Other duties commensurate with the grade as directed by the Internships Programme Manager, Business Development Manager, or Director of UCL Careers.

General

- Follow and actively promote the UCL Ways of Working.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- This job description may be reviewed and be subject to amendment in consultation with the post holder.
- UCL is currently trialling hybrid working and the successful applicant may work remotely for up to 60% of the week if they wish.

Person Specification

Note to job applicant: copy and paste the following essential criteria into your "Statement in support of your application" and describe underneath each criteria how you meet it, giving examples. When we shortlist, your application will be scored according to how you meet each of the essential criteria.

Essential Criteria	**Assessment method (Application form/ Interview / Practical Test)**
Qualifications, experience and knowledge	
Strong relationship building skills, with a track record of developing new business/projects.	All
Skills and abilities	
Experience of communicating with a range of audiences in both written and oral format	All
Excellent customer service skills, ideally developed in a commercial context	All
Good knowledge of IT including Microsoft Office, and experience of using software to manage recruitment, internships or placements.	All
Excellent organisational skills with the ability to multi-task, prioritise own workload and remain calm under pressure.	All
UCL Ways of Working	
Working methodically, prioristising and managing tasks.	All
Being a collaborative member of your team	All
Responding to colleague, student and partner needs with the intention to provide an excellent service.	All
Taking responsibility for your work.	All
Innovating and sharing with new ways to work efficiently.	All
Desirable Criteria	
Note to job applicant: copy and paste the following desirable criteria into your "Statement in support of your application" under the Desirable criteria section. Describe underneath each desirable criteria whether you meet it and how you meet it, giving examples. Desirable criteria will only be scored if there is a tie break for shortlisting. Degree (or equivalent).	Application
Good graduate labour market knowledge.	Application
Experience of working in a higher education careers, placements or graduate recruitment context.	Application

Being comfortable working with digital tools for learning, communication (e.g. social media), and databases.	Application