



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Placements Coordinator

Department/Division: LSE Careers **Accountable to:** Head of Employer Engagement

Competency	Criteria	E/D
Knowledge and experience	Educated to degree level or equivalent	E
	Experience of external engagement with a variety of businesses from different industries	E
	Experience of working in placements within a higher education setting	E
	Substantial administrative experience of working in a busy office environment, setting up administrative systems and processes and following procedures	E
	Experience of events and project management	E
	Excellent IT skills: competent user of Microsoft Office and student communication systems such as Moodle	E
	Sound understanding of the value of placements in the current employer landscape	D
Communication	Excellent verbal and written skills and the ability to communicate effectively and confidently to a variety of audiences	E
	Ability to maintain good relations with internal and external contacts while exercising appropriate levels of discretion	E
	Ability to produce high quality resources for different audiences	E
	Proven experience of writing, reviewing, and tracking relevant procedural documentation	E



Teamwork and motivation	Collaborative mind set, effective team player who works well with others and fosters a shared sense of purpose	E
	Able to work with cross functional teams	E
	Evidence of motivation and ability to work independently without direct supervision	E
Liaison and networking	Experience of maintaining and developing strong working relationships with internal and external stakeholders	E
	Examples of establishing new contacts and building effective, long term relationships	E
Service delivery	Ability to provide excellent customer service to a range of internal and external stakeholders, and improve services based on feedback	E
	An ability to work flexibly and effectively to maintain high standards and to consistently meet deadlines in a fast paced environment	E
	Ability to manage effective administrative systems and processes, and to proactively review, assess and improve those systems and processes	E
Planning and organising resources	Excellent ability to organise a multidimensional workload with competing priorities	E
	Experience of having managed work-based learning activities e.g. internships, work-shadowing, hackathons or competitions etc	E
	Examples of setting up and maintaining effective systems of administration	D
Initiative and problem solving	Experience of identifying potential issues that could impact the ability to complete a placement and taking actions to mitigate for these	E
	Proven ability to use initiative and creativity when addressing difficult situations, or when an immediate solution is not apparent	E
	Examples of having chosen the best strategy to solve a problem	E
Analysis and research	Ability to monitor and evaluate the success of a project	E
	Ability to analyse qualitative and quantitative data and reporting patterns and trends	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.