Job Title: Professional Development Manager (Placements)

Department: Employability - Education Services

Location: London – Shepherds Bush

Contract: Permanent, full time

Reporting to: National Head of Employability

Key Relationships:
- Internal - Visa and Compliance, School of Business & Technology operations and faculty staff including Head of Professional Development, student support services
- External - Employers and Professional Associations

Job Purpose:

- To develop successful relationships and connections with employers able to offer 6-month work placements to international students studying on MSc Management programmes with PDP.
- To maximise numbers of students securing meaningful placements through preparation of students with the skills, knowledge and professional & personal attributes needed to submit a professional CV, be interviewed and subsequently placed successfully.
- To deliver curriculum sessions to MSc and iMBA students on preparation for work as part of PDP/ESAP modules.
- To support the Employability Team contribution to cross-University employability projects and service improvement initiatives as and when required.

Key Accountabilities:

- To engage with a range of prospective and current employers on a regular basis (over the phone and face-to-face) to explore opportunities for work experience and professional development opportunities.
- To maintain and grow a database of employers and organisations who can offer various types of work experience and professional development opportunities for BPP students.
- To conduct one-to-one student meetings at the start of each term to keep students informed of progress and/or to prepare students for interviews or placements.
- To support students to secure interviews during the academic year, ensuring they receive timely and accurate information on the opportunity, selection process and feedback from the employer.
- To adhere to best practice in terms of the dissemination of a student’s CVs or academic data, ensuring due care is taken in respect to GDPR regulations including when handling or sharing such information with third parties.
• To support employers in the selection process for placement students, ensuring student CVs and application forms are appropriately adapted to meet the needs of the vacancy and that students are continually informed of the opportunities for which they are being considered.

• To use professional knowledge and perspective to share information with students on how to proactively research and apply for graduate opportunities for themselves.

• To market and promote all work placement opportunities secured and/or to regularly signpost students to key graduate recruitment resources where vacancies are advertised.

• To connect employers with BPP students, by working proactively with careers to ensure employer events are organized and well attended.

• To ensure student placements are set up correctly between BPP, the student and the employer, to ensure BPP remains compliant in accordance with the guidance or requirements of internal and external teams, including Visa Compliance.

• To work in partnership with the MSc curriculum delivery team, ensuring any potential issues with a student’s suitability for a placement is flagged early, so the team can intervene to provide support or a solution for the student.

• To ensure all employer-facing marketing and communications are accurate and kept up-to-date.

• To support the Employability Team contribution to cross-University employability projects and service improvement initiatives as and when required, e.g. Start-up visa for early stage entrepreneurs.

Occasional business travel between London, Birmingham and Manchester may be required.

Qualifications, experience and skills required:

Essential

• Previous work experience in a relevant professional field (Careers, work placement services, apprenticeships, graduate recruitment, HR).

• Understanding of the graduate recruitment market and assessment/selection recruitment practices of employers.

• Work with international students in an employability setting.

• Exceptional interpersonal skills, easily able to build rapport, trust and confidence in relationships with others.

• Experience of teaching in large and small groups.

• Ability to work collaboratively across multiple teams or services.

• Strong planning and time management skills.

• Resilience and the ability to work under competing pressures.

• Initiative and a ‘can do’ attitude.

• Ability to identify solutions and provide pragmatic, workable solutions.

• Experience of good client relationship management.

• Confidence to develop relationships with new and existing employer contacts.

• Ability to convey a professional image within BPP and effectively represent the organisation in internal and external forums.

• A track record of working to and meeting targets.

• Ability to coach and guide on career development (e.g. CV compilation, interview preparation/technique).

Desirable

• Undergraduate degree or recognised professional qualification in a relevant discipline.
• Previous experience of researching, compiling and analysing graduate recruitment data.
• Established professional network of graduate recruiters and employer contacts.
• Experience of designing and implementing core service provision or processes.
• Practical experience and understanding of the Higher education sector.
• Professional Membership to a relevant body (e.g. CIPD, CMI, AGCAS).
BPP Professional Education Group
Today, BPP is both a university for the professions and a professional educator. We concentrate on the law, business and health professions and what we look for in people who come to work for BPP is a passion to be different.

We’re already a global company of over 1,500 people, but our ambitious growth targets mean we’re always on the lookout for new talent.

If you share our passionate and innovative approach to education, come and join the BPP team, we’d love to welcome you.
The BPP Professional Education Group, founded by Alan Brierley, Richard Price and Charles Prior (the BPP of our name), is a global education provider delivering world-class professional qualifications. The Group delivers undergraduate and postgraduate degree programmes, apprenticeships and professional qualifications across the UK, internationally and through innovative online learning platforms.

When you work with BPP, you will be part of a business that really believes in supporting your personal and professional development. With so many different business areas, we offer a wide range of exciting opportunities within a culture of encouragement, respect and teamwork.
BPP University

BPP University is part of the BPP Professional Education Group. However, BPP University is a distinct legal entity with its own degree-awarding powers approved by the UK Privy Council.

Voted the UK’s Best Higher Education Provider by Education Investor Magazine in 2013, we are the UK’s only university solely dedicated to business and the professions. Our links with leading businesses and organisations allow us to provide a highly regarded professional education. Our programmes are designed in partnership with employers and respected professionals in the fields of law, business, finance and health.

We look for lecturers who share our passion for education and making a real difference in students’ lives.

**BPP University Schools**

- BPP University Law School
- BPP University School of Business and Technology
- BPP University School of Nursing
- BPP University School of Health

**BPP University School of Business and Technology**

Programmes have been successfully delivered to leading companies such as Lloyds Banking Group and TUI.

**15,000 students currently study with BPP University**

**BPP University Law School was ranked in the top five universities for quality of teaching in Legal Week’s 2014 annual Law Student Report.**
BPP Professional Education

BPP Professional Education is one of Europe’s leading specialist providers of professional education, delivering a range of industry-leading Professional Qualifications, Professional Apprenticeships, Professional Development programmes and Learning Media. We enjoy a trusted adviser status for many of our clients and institutes and offer professionals opportunities to progress through a variety of qualifications in accountancy, tax, insolvency and banking and finance.

Our courses are all supported by BPP Learning Media, which provides a wide range of learning materials for students, colleges and bookshops all over the world.

As one of the world’s leading providers of top quality printed and digital learning resources, BPP Learning Media supports tuition providers, professional bodies and students in over 180 countries.

BPP Learning Media

We also develop curriculum content for BPP qualifications including Accounting, Financial Services, Tourism, Marketing, Law and Insolvency as well as content for Professional Education Bodies from around the world.

Support Functions

✓ IT
✓ Finance
✓ Human Resources and Learning & Development
✓ Commercial
✓ Marketing
✓ Legal and Compliance
✓ Operations
Why work at BPP? – Employee benefits

Training and development
Whether it’s something you want to learn or something we recommend you learn, BPP invests heavily in your career development.

We provide a comprehensive in-house leadership and management training programme and a wide range of personal and professional development opportunities.

You will have free access to all of BPP’s courses – so from gaining an ACCA accountancy qualification to a Graduate Diploma in Law, you can take your career in any direction you like.

Salary
BPP makes sure it gets the basics right with good, competitive salaries. These are reviewed annually.

Holidays
Everyone needs time to relax and rejuvenate. That’s why we provide generous annual leave of 30 days for teaching staff and 25 days for support staff (rising to 30 days after five years and pro-rata for part-time employees).

As part of our annual benefits selection window, you can purchase up to 10 days’ extra holiday each year.

Private Medical Insurance
When you work at BPP, you can apply to be covered for the cost of private medical treatment as an outpatient or inpatient (up to defined limits).

Subject to meeting scheme requirements set by our provider, this begins as soon as you join and we’ll cover the full cost of the premium. You can also choose to buy cover for your spouse, partner or children at corporate rates.

Health Cash Plan
Our Health Cash Plan provides you with reimbursement, up to a set amount, towards everyday healthcare services such as eyesight tests, new glasses, health screening, etc. You can choose to purchase cover from four different levels.

Dental Insurance
Our Dental Insurance reimburses you for all private dentistry treatment. At the end of your probationary period, cover can be purchased for you and your family at corporate rates.

Life Assurance
In the unfortunate event that you pass away while working at BPP, your nominated beneficiaries will receive a lump sum of four times your annual base salary. At the end of your probationary period you can choose to top up this protection.

Income Protection (PHI)
We know that suffering long-term illness is stressful enough. So if you are unable to work for 26 weeks within a 12-month period because of related illness or injury, you’ll be eligible for up to 75% of your annual salary until you are able to return (less £5,312 p.a.)

Employee Assistance
From time to time you may need confidential advice, on anything from legal to personal or financial issues. Our Employee Assistance gives you access to free phone support, 24 hours a day.

Pension
You’ll want to look forward to a well-deserved retirement.

If you are assessed as an “Eligible Job Holder”, you will be automatically enrolled into our Group Personal Pension Plan. A pension contribution will be deducted from your monthly salary via salary sacrifice and you will receive an Employer pension contribution as well as receiving the full benefit of the Employer’s National Insurance contributions of 13.8%. You will be able to increase your contribution, with BPP matching up to 5% either during the Annual Benefits Selection Window or once you have completed your probation period.

Employees who are not assessed as an “Eligible Job Holders” will still be able to join our Group Personal Pension Plan once they have completed their probation or during the Annual Benefits Selection Window.

‘Cycle to work’ scheme
With so many benefits to your health, we offer a cycle to work scheme in conjunction with CycleScheme. This gives you the loan of a bike and commuting equipment for a period of one year, tax-free.

At the end of the Hire Period, you will have the option to either purchase the bike, extend the Hire Period, or return the bike.

Season Ticket Loan
To ease the expense of public transport, our interest-free loan is put into your bank account and we’ll simply deduct monthly repayments.

Credit Union
BPP employees have access to a credit union and can save or repay loans direct from their net pay. The credit union is a not-for-profit co-operative.
Why work at BPP? – Employee benefits

BPP and the community
BPP takes its corporate social responsibility very seriously. With many programmes designed to help our students succeed, we also support the wider community with a range of projects through our Pro Bono Legal Centre – winning Best Contribution by a Team of Students for Streetlaw Homeless in the 2011 Awards.

BPP is supportive of our employees doing voluntary and charity work.

BPP Rewards
BPP Rewards is a company funded scheme that offers genuine discounts and allows you to make significant savings each year on everything from your petrol, groceries, holidays, clothing, and home insurance. BPP Rewards provides exclusive access to discounts and cashback at over 1,500+ retailers, including Marks & Spencer, Sainsbury’s, Debenhams, and Lastminute.com to name a few.

Selecting your benefits
Upon starting with BPP, you will be invited to select your benefits via our online platform on the 1st of the month following your start date. You will need to register on the platform when accessing it for the first time.