

Job Description

Position / Job Title:	Placement Compliance Officer (Part-Time)
Ref:	793
Location/Building:	Talbot House
Faculty/Professional Service:	Employability & Skills, Student Services
Group/Section:	Placements Team
Normal Hours per Week:	22 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	4
Accountable to:	Placements Manager
Special conditions:	
We are committed to providing a safe environment for all students and staff. This position is required to undertake regulated activity and therefore is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and subject to a satisfactory (enhanced) DBS Disclosure and the requirements of our Safeguarding Policy .	

Job Purpose

The Placement Compliance Officer will play a key role in supporting the effective delivery of the University's placement provision within the Employability & Skills Service. The postholder will be responsible for the efficient management of placement processes, including approval, compliance, and monitoring activities, with a particular focus on due diligence and meeting UKVI regulations.

Working closely with Placement Coaches and the wider Employability & Skills Service, the postholder will ensure accurate information management, timely student support, and consistent communication across all placement activities. This role will directly contribute to the University's strategic objective to increase the number of students undertaking placements.

Main Responsibilities

- Undertake due diligence checks for all placement approvals, ensuring that all necessary documentation, risk assessments, and employer information are accurately processed and compliant with University and UKVI regulations.
- Process and manage the approvals of long and short placements, including requesting additional evidence where required and liaising with academic staff where appropriate regarding approval decisions. Ensure that placement approval complies with the university's ethical careers policy and meets H&S and wellbeing criteria for students.
- Monitor and record UKVI-sponsored students on placement, ensuring compliance with Home Office regulations and timely reporting as required.
- Process and monitor Disclosure and Barring Service (DBS) applications for students undertaking placements where safeguarding requirements apply.

- Manage and respond to enquiries via the placements@ inbox, acting as the first point of contact for students, staff, and employers. Provide clear, timely advice and guidance or signpost to other services.
- Maintain placement information and resources on the University's Virtual Learning Environment (VLE), ensuring accuracy, consistency, and ease of access for students and staff.
- Take ownership of review dates for placement policies, procedures, and online content, ensuring that documents are regularly updated and approved in line with institutional and/or regulatory requirements.
- Allocate student placement caseloads to Placement Coaches, maintaining oversight of distribution and supporting efficient workload management.
- Support on-campus placement drop-in sessions and events to provide immediate advice and guidance to students.
- Provide general administrative support to the Placements Team, including record-keeping, data input, and preparation of reports to support service monitoring, evaluation, and enhancement.

Contacts

Internal:

- i. Immigration Advice & Compliance Team
- ii. Academics and Professional Support Staff in faculties
- iii. Academic Quality
- iv. Careers BU Team
- v. Wider Student Services Team

External:

- vi. External regulatory and advisory bodies
- vii. Placement Employers

Challenges

Balancing a multi-tasked, deadline-orientated workload. Interacting successfully with a range of employers, students and academic and professional support staff. Dealing effectively with the diversity of placement options across the university. At peak periods the workload will need careful prioritising, and the postholder may have to deal with challenging situations whilst always remaining calm, polite and professional.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

July 2026

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SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Educated to degree level or equivalent (work experience will be applicable and can substitute for qualifications)		E
Proficient in the use of Microsoft 365 products, including Word, Excel, Outlook, PowerPoint, OneNote, OneDrive and SharePoint		E
Demonstrable experience of managing administrative processes and working in a compliance-focused role		E
Demonstrable experience of using database or bespoke management information systems to record, extract and report on information		E
Knowledge of the Higher or Further Education environment; experience of working in a public sector organisation		D
Ability to understand and oversee complex UKVI regulations or those of other regulatory bodies in a HE context		E
Understanding of data protection, confidentiality and record management principles		E
Understanding of health & safety, safeguarding and due diligence in regard to work placements		D
Skills		
IT competent with a willingness to learn and use new software		E
Familiarity with Virtual Learning Environments		D
Excellent interpersonal skills with demonstrable ability to work co-operatively and effectively with staff at all levels and other BU stakeholders		E
Strong organisational skills with the ability to manage multiple priorities and deadlines		E
Ability to liaise with external and internal stakeholders in order to resolve issues		E
Ability to organise and implement administrative processes effectively and ensure compliance with University guidelines and regulations		E
Strong written and oral communication skills with the ability to adapt tone and content for different audiences		E
Excellent attention to detail and high level of accuracy		E
Attributes		
A demonstrable commitment to service excellence and continuous improvement, with the ability to review, recommend and implement changes to processes and systems		E
Ability to develop and maintain professional relationships of trust and support across internal and external stakeholders		E
Flexible and adaptable approach to changing priorities, the needs of both the team and service delivery at different points in the academic year		E
Proven experience of problem solving and ability to use initiative to resolve queries		E
Ability to work under pressure and to prioritise tasks		E
Willingness to undertake staff development as required		E
Interest in employability, placements and supporting student development		D
Positive attitude towards safeguarding		E