

Graduate Management Programme

Placement Supervisor role

The Placement Supervisor has the overarching responsibility for the support, training, learning and development of their graduate for the duration of their one year placement. The Placement Supervisor has the day-to-day management responsibility for the graduate – the most crucial aspect of a successful placement.

The Placement Supervisor will design, develop and coordinate in collaboration with the graduate their induction, work experience and performance management of the graduate to the programme’s high standards.

Key Responsibilities	<p>Link to Skills for Care</p> <p>Act as main link between their organisation and Graduate Programme Manager (along with organisational sponsor).</p> <p>Provide formal feedback to the Graduate Programme Manager on a quarterly basis.</p>
	<p>Induction</p> <p>The Placement Supervisor will prepare a month-long quality local induction programme for the graduate. This will facilitate experiential learning about the cultures, values and challenges within the organisation, across a broad range of staffing groups, and outside organisations and opportunities.</p> <p>Provide day-to-day support and expertise to the graduate. Where direct supervision is delegated, it is important that the Placement Supervisor retains an overview of the graduate.</p> <p>Using Skills for Care as well as their network of contacts and colleagues, supporting the graduate to find an appropriate Mentor.</p>

	<p>Performance Management</p> <p>Take responsibility for the performance management of the graduate for the duration of the placement and the return of copies of all paperwork required by Skills for Care.</p> <p>Identify and set key objectives of work placement, regularly review and amend as necessary, to ensure that the graduate is being stretched and given appropriate levels of challenge, experience and opportunities to develop.</p> <p>Review progress against the graduate's Personal Development Record and eligibility to complete the programme record using template documents and provide constructive and developmental feedback on a quarterly basis.</p> <p>Towards the end of the placement, conduct and lead a final review with the graduate, providing evidence to contribute towards the graduate's eligibility to complete the programme.</p> <p>Raise any sickness or attendance concerns with Graduate Programme Manager.</p> <p>Other</p> <p>Authorisation of the graduate's leave requests as per organisational policies and procedures.</p> <p>Ensuring the graduate attends all training days with Skills for Care.</p> <p>Work with the graduate in scoping out potential employment opportunities post-programme.</p> <p>Work with the graduate and the Graduate Programme Manager to ensure the graduate receives the best possible experience throughout the programme.</p> <p>Proactively identify robust and relevant training and development opportunities in the workplace.</p>
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<p>Essential</p>	<p>Understanding of, and experience in, coaching new staff.</p> <p>Ability to develop and manage staff for performance.</p> <p>An understanding of how to constructively influence change in outside organisations working collaboratively with partners using excellent communication and negotiation skills.</p> <p>Good interpersonal skills and the ability to communicate at all levels, able to share established internal and external networks.</p>
<p>Measurable</p>	<p>Graduate feedback.</p> <p>Placement evaluation forms.</p> <p>Quarterly performance management reports for graduate.</p>
<p>Skills and Experience</p>	<p>Extensive skills and experience of managing and developing people.</p> <p>Up-to-date knowledge of best practice in learning and development.</p> <p>Up-to-date knowledge of best practice in health and social care.</p>

The placement supervisor is encouraged to network with other hosts from across the sector and around the country, to share best practice and challenges faced to ensure that the host gains as much from the experience as possible. They are invited to attend all host placement manager days and to support the recruitment process, in particular the assessment centres.