



DIRECTORATE:

AREA/DEPT:

FAU:

SECTION: Various

JOB TITLE: INDUSTRIAL STUDENT PLACEMENT

REPORTS TO:

CURRENT RANK/GRADE:

DATE: April 2026

VETTING LEVEL: RV

GENERIC STUDENT PLACEMENT JOB DESCRIPTION

1. JOB PURPOSE

To provide general support to the department by assisting with supervised tasks, routine processes, and administrative duties. The role offers students practical workplace experience and exposure to operational policing environments while contributing to departmental activity.

The post holder will follow all relevant policies, guidance, and quality standards applicable to the work area.

2. PRINCIPAL ACCOUNTABILITIES

- a) Assist staff with supervised tasks, activities, and examinations relevant to the department's work.
- b) Support routine documentation, record-keeping, and preparation of information or materials, ensuring accuracy and clarity.

- c) Maintain work areas, equipment, supplies, and resources, performing basic checks or housekeeping duties under supervision.
 - d) Produce simple statements or summaries when required, recognising the responsibility to provide accurate information.
 - e) Support internal colleagues by offering basic advice or information relating to the student's area of learning or project activity.
 - f) Follow all quality, assurance, and compliance processes required within the department, contributing to continuous improvement.
 - g) Handle information responsibly in line with relevant policies on data protection, information security, and professional standards.
 - h) Adhere to Health and Safety requirements, including safe working procedures and risk assessment processes.
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3(a). KNOWLEDGE AND EXPERIENCE

- Currently enrolled in a relevant degree programme or higher education course.
 - Basic understanding of the subject area they are studying.
 - Willingness to learn and undertake training as required.
 - Good communication skills, both written and verbal.
 - Ability to work methodically with attention to detail.
 - Ability to manage time, multitask, and meet deadlines under supervision.
 - Good organisational and administrative skills.
 - Competent in the use of IT systems and standard software applications.
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3(b). POLICE POWERS REQUIRED

N/A

4. RELATIONSHIPS

(a) Supervisory Responsibilities

None.

(b) Supervision Received

- Reports to a designated supervisor within the department.
- May receive daily tasks or instruction from other team members.

(c) Other Contacts

Internal:

- Staff within the immediate team.
- Other departments and officers where necessary.

External:

- External partners, agencies, or organisations (for learning or project purposes).
 - External auditors or assessors (if applicable to the department).
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5. CONTEXT**(a) Operating Environment**

The department provides support and services to operational policing activity. The role holder will work Monday–Friday under local working arrangements, with some flexibility required to support operational needs.

The role may require attendance at meetings or locations away from the usual workplace.

(b) Framework and Boundaries

The role follows:

- Legislation relevant to policing and data handling
- Force policies and procedures
- Health & Safety and risk management requirements
- Any department-specific quality or compliance standards

(c) Organisation

N/A

6. DIMENSIONS

Financial: N/A

Staff: N/A

Other:

- Work supports the wider policing area
 - Primary customers include internal colleagues and operational teams
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7. JOB CHALLENGES

- Learning new skills and adapting to a professional environment.
- Managing workload alongside academic expectations.
- Working within set procedures, standards, and regulatory boundaries.

- Taking responsibility for development, acting on feedback, and maintaining required records for university placement requirements.
 - Complying with vetting, security, and confidentiality requirements.
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8. ADDITIONAL INFORMATION

- Must maintain confidentiality, integrity, and professionalism always.
 - Must comply with all health and safety requirements.
 - This role is a fixed-term placement designed to provide practical workplace experience and support potential future recruitment opportunities.
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9. VETTING LEVEL / POLITICALLY RESTRICTED

Vetting appropriate to the role is required.

The post is **not** politically restricted.

10. ORGANISATIONAL STRUCTURE

(Generic chart to be inserted based on department.)

11. AGREEMENT OF QUESTIONNAIRE CONTENT

POSTHOLDER'S NAME:

POSTHOLDER'S SIGNATURE:

DATE:

MANAGER'S NAME:

MANAGER'S SIGNATURE:

DATE:
