

**Job Description and Person Specification for:**

Placements Administrator

**Department:**

Practice-Related Learning

**Reports to:**

Head of Practice-Related Learning (PRL)

**Salary (Band/Annual/Pro rata):**

Band B

**Responsible for:**

No line management responsibility

**Hours per week/FTE:**

0.7FTE

**Working Pattern:**

Flexible office hours

**Job Purpose/Summary:**

Health Sciences University prides itself on providing our learners with high-quality practice learning/placement opportunities and experiences. The Placements Administrator will work within the Practice-Related Learning (PRL) team. Responsibilities will involve supporting the development, planning, administration, management and governance of placements with the Head of Practice-Related Learning. The role will proactively focus on organising practice learning/placements across our professionally accredited courses, monitoring and recording audit completion, and mandatory training to ensure service level agreements are current, good practices are disseminated and implemented, and PRSB requirements are met.

The post holder will be visible in providing guidance and advice to learners while liaising with academic colleagues, student services, and the registry team. They will actively engage with various stakeholders and partners, including those from the NHS, local authorities, private, voluntary, charity, and independent sector, helping scope, coordinate, and develop innovative internal and external practice learning/placement experiences and opportunities.

**Primary Responsibilities/Key Tasks:**
**1. Administrative Support**

- Maintain HSU practice learning/placement resources, e.g. SharePoint.
- Organise and support placement meetings, e.g., agendas, notes, and actions.
- Liaise with academics regarding practice learning/placement allocation.
- Liaise with academics regarding learner progress and track interrupted learners.
- Monitor practice learning/placement learner absence.
- Receive and check learner expense claims.
- Liaise with the registry team regarding pregnancy risk assessments.
- Liaise with the registry team regarding uniforms, name badges, safety lanyards.
- Liaise with the registry to ensure DBS clearances before first placement.
- Liaise with the registry to ensure OH clearances before first placement.
- Maintain a database of key compliance information.

- Ad hoc support for practice learning events internally and externally.

## **2. Learner Support**

- Act as a point of contact for learner practice learning/placement queries.
- Liaise with student services if there are welfare concerns for a learner.
- Support learners in understanding practice learning/placement processes.
- Liaise with academics and escalate issues to the Head of PRL as needed.

## **3. Compliance**

- Work with academics to ensure PSRB compliance in reporting and auditing.
- Ensure NHS data returns are completed on time and uploaded.
- Support academics in completing NHS data returns.
- Prepare reports on practice learning/placement activity.
- Ensure that end-of-placement evaluation data is extracted from the e-portfolio.
- Cascade end-of-placement evaluation data to external partners.

## **4. Governance Support**

- Monitor and maintain governance repository.
- Support academics with new provider set-up.
- Set up new practice learning agreements, chase, and get required sign-off.
- Monitor and maintain NHS Quality Assurance Toolkits.
- Support the Head of PRL with data for reports, audits, visits and inspections.
- Attend ad hoc meetings where HSU attendance is required and feedback.

## **5. Mandatory Requirements**

- Liaise with academics to book appropriate practical mandatory training.
- Monitor attendance for practical mandatory training.
- Run compliance reports for practical mandatory training.
- Organise e-learning for healthcare access for learners
- Run compliance reports for e-learning for healthcare module completion.
- Support the Head of PRL in administration tasks related to contracts.

### **Supplementary Duties**

- Undertake such other duties as may reasonably be expected, commensurate with the grade of the post, as directed by the line manager. This may include some occasional weekend work, e.g., open days and recruitment events.
- To demonstrate support for the University's commitment to equal opportunities and its Equality, Diversity, Inclusion and Belonging Policy.
- To demonstrate support for the University's Health and Safety Policy, ensuring that it is adhered to in the post holder's areas of responsibility.
- To work in line with our values.

<b>Requirement:</b>	<b>Essential:</b>	<b>Desirable:</b>
<b>Education, Training and Qualifications</b>	GCSE including Maths and English at Grade C or above or equivalent level of qualification and grade	General education to a good standard or equivalent experience gained in previous roles.
<b>Skills and Knowledge</b>	<p>Excellent written and oral communication and interpersonal skills.</p> <p>Excellent customer care skills and the ability to deal tactfully and professionally with colleagues are essential.</p> <p>Excellent organisational and time management skills.</p> <p>Strong proficiency in Microsoft Office Suite.</p> <p>Organise administrative processes effectively.</p>	<p>Knowledge of the use and importance of a student record system within the HE setting.</p> <p>Experience in placement administration.</p> <p>Basic level of presentation skills.</p>
<b>Experience</b>	<p>Relevant administrative experience in a service-related industry.</p> <p>Working in a team.</p>	<p>Working within higher education or clinical settings.</p> <p>Experience of student lifecycle processes.</p>
<b>Personal Attributes</b>	<p>A high degree of professionalism.</p> <p>Commitment to a customer-service-driven approach.</p> <p>Demonstrates a positive and enthusiastic approach to work.</p> <p>Calm and friendly approach</p> <p>Attention to detail and accuracy.</p>	

<b>Abilities</b>	<p>Able to organise and prioritise workload to meet deadlines</p> <p>Act independently and proactively.</p> <p>Maintain confidentiality and always use discretion</p> <p>Good organisational ability</p> <p>Ability to work well under pressure.</p> <p>Ability to work independently and as part of a team.</p>	
<b>Other Requirements</b>	<p>Flexible, problem solving. approach</p> <p>A commitment to institutional values which are:</p> <ul style="list-style-type: none"> <li>• Caring</li> <li>• Professional</li> <li>• Passionate</li> <li>• Inclusive</li> <li>• Collaborative</li> </ul>	

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

Health Sciences University is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.