

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Undergraduate Placement and Pre-registration Co-ordinator</b>	<b>Grade:</b>	<b>SG6</b>
<b>Department:</b>	<b>Medway School of Pharmacy</b>	<b>Date of Job Evaluation:</b>	<b>April 2017</b>
<b>Role reports to:</b>	<b>Resources and Administration Manager</b>		
<b>Direct Reports</b>	<b>N/A</b>		
<b>Indirect Reports:</b>	<b>Academic Lead for Pre-Registration</b> <b>Academic Lead for MPharm Placements</b> <b>Academic Lead for Fitness to Practise</b>		
<b>Other Key contacts:</b>			
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

### **PURPOSE OF ROLE:**

- To identify, liaise and generate placement opportunities for students, build relationships with employers and stakeholders, and develop and maintain recording systems/databases of student activity and participation. To create new partnerships for the School in relation to future opportunities for pre-registration collaborations. To support students undertaking the School's placement module, before, during and post placement. To work closely with the Academic Lead for MPharm Placements, deputising as required
- To be the School's first point of contact in relation to Pre-Admission paperwork/Fitness to Practise
- To be the administrative lead in supporting the Academic Lead for Pre-registration Preparation in the delivery of the annual School's conference and weekend support days, deputising as required
- To support the Academic Lead for Fitness to Practise by maintaining accurate data in respect of student behaviour for use at both internal and external panel meetings

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

The position requires commitment to teamwork and a high level of communication and contact within and external to the School

- Work effectively as a member of the Clinical Pharmacy Practice team taking a lead in providing support to placement and pre-registration activities under the direction of the responsible Academic Leads
- Establish and maintain good working relationships in co-ordinating the delivery of an efficient support service

- Identify improvements to the effectiveness and efficiency of the administrative service and take a lead in implementing these
- Provide information and support with student recording

### **Generic:**

#### **Placements**

- Support the implementation of the School's strategy/Accreditation and meet associated targets in collaboration with the Academic Lead for MPharm Placements; making recommendations and implementing process improvements
- Work in conjunction with colleagues engaged in employer activities within both the University of Greenwich and the University of Kent to ensure a co-ordinated approach
- Initiate, develop and maintain placements within the Kent, London and Essex areas, taking overall responsibility for one or more disciplines within the Faculty team and ensuring that compulsory placement targets are met by monitoring the suitability of existing placement pharmacies; ensuring that employers are aware of their responsibilities to the student and of the student's and the University's responsibilities to them; maintaining long term relationships with the employers concerned
- Attend and present, together with the Academic Lead, to student cohorts prior to placement in respect of student behaviour and expectation
- Act as main point of contact for students, staff and employers dealing with enquiries, providing support/guidance and trouble-shooting issues in relation to placement provision
- Establish, maintain and use clear, effective means of communication with all stakeholders whilst acting as the face of the School and the University
- Maintain accurate records relating to students, placement providers and personal tutors to enable monitoring and evaluation
- Ensure all necessary paperwork is completed by both student and placement provider in a timely and efficient manner
- Ensure employers comply with the University's Health and Safety standards and carry Employer's Liability insurance
- Assist the Academic Lead in ensuring Quality Assurance/best practice in the delivery of all placement objectives; evaluate student performance identifying issues and providing feedback to personal tutors; evaluate the quality of placement provision in respect of student feedback in order to ensure quality of the student experience

#### **Admissions/Fitness to Practise**

- As student first point of contact, play an active role during Induction week in relation to Pre-Admission DBS Disclosure, Health and Vaccination requirements, and suitability with regard to Fitness to Practise
- Maintain accurate records of Fitness to Practise events relating to student behaviour; identifying patterns and, where considered appropriate, escalate with Academic Lead
- Provide up to date timeline activity for use at both internal and external Fitness to Practise hearings
- Where required attend internal hearing as a panel member

#### **Pre-registration administration**

- Act as administrative lead for pre-registration residential conference

weekend/additional support days/mock examinations to include:

- Sourcing suitable venues
- Overseeing the budget including negotiating best price for venue; handling expenses and visiting lecturers' fees
- Logistical lead for the conference weekend with responsibility for registration of students, room allocation, meal plans, activities
- Deputise for Academic Lead as required
- Post conference, collate and analyse student feedback

### **Managing Self:**

- Manage workload and prioritise tasks to meet required deadlines
- Be aware of the academic life cycle within the School and University in order to inform work patterns
- Work accurately under pressure
- Respond to all service providers in a timely and effective manner
- Be responsible for maintaining own continuous professional development

### **Core Requirements:**

- Adhere to and promote the University's policies on Equality and Diversity and Information Security Ensure compliance with Health & Safety regulations
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

### **Additional Requirements:**

#### **General Support**

- Administrative support for the Placement, Fitness to Practise and Pre-registration Leads and liaison with the Director of Resources and Administration
- Provide a high standard of student support at all times
- Undertake any other administrative activities required to contribute towards the effective running of the School.

#### **Communication and Liaison**

- Liaise with key stakeholders: pharmacies, academic leads, past and present students
- Monitor student attendance for all placements and pre and post placement workshops
- Build and maintain strong relationships within the School, the various departments of the University and externally
- Identify new placement opportunities to increase the School's provision
- Market and promote Pre-registration conference and support days

### **KEY PERFORMANCE INDICATORS:**

- Effectiveness of support to the Academic Leads for Placements, Fitness to Practice and Pre-registration activities
- Ability to plan and complete set tasks to agreed timescales
- Effectively maintain up to date data and documentation

- 360 degree feedback from pharmacies and students to ensure a good workplace experience for all those on placement

**KEY RELATIONSHIPS (Internal & External):**
**Internal**

Head of School

Director of Resources & Administration

Academic Lead for Placements

Academic Lead for Pre-registration Preparation

Academic Lead for Fitness to Practise

Current students

Colleagues in school administration

Other academic staff at Medway School of Pharmacy Faculty

University of Kent and University of Greenwich Student Records, Finance and Admissions

**External**

Community and Hospital pharmacies

Prospective conference venues

Alumni

Conference speakers

**PERSON SPECIFICATION**
**Essential**
**Experience**

- Significant experience of administration in a highly pressured environment or a similar large, complex organisation
- Experience of prioritising, setting goals and working under pressure to tight deadlines
- Experience of using, compiling and maintaining complex automated spreadsheets or databases in order to provide requested data accurately, timely and effectively

**Skills**

- Exceptional IT skills, in particular MS Office (Excel, Word and Outlook)
- Excellent organisational skills, with the ability to prioritise, organise and manage a varied, changing and demanding workload without constant supervision

**Desirable**
**Experience**

- Administration experience in a Higher Education Institution
- Working collaboratively with academic staff
- Developing practical systems
- Experience of liaising with students

**Skills**

- Experience of influencing and working with senior staff
- Ability to multi-task
- Ability to collaborate, build effective relationships and partnerships
- Ability to question, evaluate, review and develop processes as a result

- Ability to work confidentially
- Ability to be adaptable and flexible and a willingness to work occasional evenings and weekends
- Ability to stay calm under pressure and to resolve problems
- Ability to develop, implement, input and produce reports from computerised record systems
- Ability to work as part of a team and on own initiative
- Excellent interpersonal and oral communication skills
- Ability to collaborate and engage effectively with a wide range of colleagues including senior managers and academics
- Ability to contribute to ideas and the development of the post
- A high standard of written and spoken English

**Qualifications**

- Educated to Degree level or equivalent experience

**Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

- Experience of cold calling external stakeholders

**Qualifications**

**Personal attributes**

- N/A