JOB DESCRIPTION

Job Title:	Practice Based Learning and Placements Administrator	Grade:	SG5
Department:	Faculty of Education, Health, and Human Sciences	Date of Job Evaluation:	November 2022
Role reports to:	Practice Based Learning and Placement Manager		
Direct Reports	None		
Indirect Reports: Other Key contacts:	None Quality Lead for Practice Learning and Faculty Admin and Finance Manager. Faculty Learning Technology Officers and Manager, Faculty and Departmental administrative colleagues, University-wide colleagues at all levels, students, visitors, external contacts, and partners.		
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.			

PURPOSE OF ROLE:
To work with and assist colleagues to develop relationships with all our stakeholders to ensure the implementation and organisation of the placement of students for Education and Health programmes.

Key Accountabilities:

Team Specific:

- Work effectively as a member of the Practice Based Learning and Placements Team to provide support key activities as directed by the Practice Based Learning and Placements Manager.

Generic:

- To work with colleagues to develop relationships with our stakeholders to ensure sufficient quality and quantity of placements. This will include attending meetings, identifying, and organising written communication in a variety of formats as appropriate across the programmes.
- To be responsible for appropriate allocation of students to placements, considering a combination of factors, such as requirements of stakeholders, student needs, tutors' other commitments and programme specifications, within tight

deadlines. Coordination of placements, prioritising issues, such as the statutory requirements for each student. Provide list of allocations, with annotations as appropriate to the departmental staff.

- To maintain regular contact with the various organisations we work with to obtain placement resolving problems, addressing placement management queries, and explaining procedures to various personnel, settings, tutors, and students, through telephone and e-mail and providing written follow up to enable tracking.
- Work in collaboration with the Practice based Learning and Placements Manager, taking responsibility for last minute changes.
- Work collaboratively to devise and implement systems ensuring that effective, records and processes are maintained.
- Working with Statutory Bodies.
- Maintain student records, maintaining records on our internal data collection portal - Inplace.
- Responsible for ensuring the confidentiality and security of records, in compliance with university policy and General Data Protection Regulation (GDPR).
- Liaise with internal and external stakeholders as required within the remit of the role.

Managing Self
- Manage own workload.
- Work to deadlines and project plans.
- Respond to enquiries in a timely and effective manner.
- Manage work effectively and deliver under pressure.
- Responsible for maintaining own continuous development.

Core Requirements
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- 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.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

- At certain times of the year, you may be required to work outside normal working hours to support the team and Faculty activities. Annual Leave may also be restricted in certain months due to workload.
- Willingness to work on other university campuses.
- Some UK travel may occasionally be required.

Key Performance Indicators:

- Effective and efficient technology use.
- Documentation produced and deadlines met.
- Contribution to team ethos and effectiveness
- Staff Development / progression (measured by feedback from colleagues, students, and key stakeholders both internally and externally)

PERSON SPECIFICATION	
Essential **Experience** • Experience of planning and prioritising work to manage competing demands and meet deadlines. • Experience of working with databases • Experience in an outward facing customer service environment • Demonstrable experience in an administration post • Working without supervision and making decisions, where these may have a significant impact. • High level of ability to work accurately and effectively under pressure. • Excellent organisational skills. • Able to work independently and within a team. • Ability to be proactive and take the initiative to develop innovative solutions to problems. • Ability to prioritise workload, identify and meet deadlines. • Well-developed interpersonal and • communication skills. • High level of proficiency in both written and oral English • Well-developed Microsoft Office Skills • Able to evaluate and reflect on	

own work
- Ability to plan and manage projects effectively, ensuring that clear objectives are set.
- Analytical and systematic approach to work.
- Commitment to continuing professional development and desire to develop in the role.

Skills
- Strong IT skills. Ability to work confidently with different systems and to have a can-do attitude.

- Willingness to engage with evolving technologies and skills.

- High level of confidence, enthusiasm and be exceptionally motivated.

Qualifications

- A good standard of general education including minimum of A-C grade in GCSE Math's and English or equivalent.
- Or considerable proven relevant experience.

Personal attributes
- We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful