

It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

**Placements Co-ordinator, Applied Health and Social Care (AHSC)
Programmes
EHA1330-0119**

Accountable to: Head of Faculty Administration

Responsible to: Placements Administration and Management Systems Co-ordinator - Placements Support Unit

Main purpose of the Post:

This is a post based within the highly skilled and proactive Placements Support Unit. The post holder will work closely with academic staff in tracking of new and existing placements suitable for programmes within the Applied Health and Social Care area. The post holder will be responsible for the co-ordination and reviewing of all administrative processes, which will include identifying and recording student placements to be considered for approval in addition to placement allocations, administration of audits and recording of mentors/employer's information.

This will be a varied, interesting and challenging role, which will require flexibility, the ability to work independently as well as part of a team, and the ability to prioritise in order to meet deadlines to the required quality standards.

Main duties of the post

1. Work in partnership with AHSC Programme Leaders and Practice Education Lecturers to support processes in further establishing a network of practice placements which will include actively seeking new placements, implementing processes and closely liaise with programmes leaders to agree suitability.
2. Maintain channels of communication with all placement providers to maximise placement capacity. Maintain and refine systems to assist the monitoring of placement allocations, capacity requirements.
3. Collaboratively review the requirements of systems and processes and, based on findings, to develop, implement and maintain efficient and effective administration systems to suit the needs of the Department, ensuring these comply with all policies and guidelines.

4. Maintenance of student record databases for AHSC placements related operations, including provision of accurate statistical data for internal and external requirements, and maintenance of paper records, where appropriate. Co-ordinate the collection of data as required.
5. Co-ordinate the provision of accurate advice to staff and students on placement related matters. Provide a 'one-stop' shop for AHSC placement queries for placement areas, students and faculty staff.
6. Co-ordinate the processes for tracking, monitoring and recording all information relating to AHSC practice placement Audits within the InPlace Placement Management System and InPlace Audit Tool where appropriate.
7. To undertake other administrative duties and placement allocation duties for Social Work and other disciplines as and when required.
8. Liaise with internal and external bodies on various matters relating to the provision within the Faculty, ensuring effective and efficient communication systems are maintained.
9. Liaise with the Finance department and external suppliers on the recording and monitoring of counselling student budgets
10. Co-ordination of secretarial support for placements related meetings within the PSU and service internal and external AHSC Placement related meetings, as required, through the production and distribution of relevant documentation and through attending and minuting meetings.
11. Contribute to reviews and evaluations of processes and systems, ensuring the provision of a cost-effective high quality service writing reports when required.
12. Participate in the interviewing and recruitment of new staff and participate in the induction of all new Faculty staff.
13. Work without direct supervision, delegating and prioritising workload as appropriate,
14. Undertake administrative duties as required by the role.
15. Attend and participate in meetings and working groups for Applied Health & Social work programmes as appropriate, including representing department and Faculty, when required.
16. Offer administrative support to Social Work department as and when required specifically in relation to placement support.

In addition to the above all Faculty of Health & Social Care administration staff are required to:

- Participate in the marketing of the Faculty of Health provision, including assisting at Open Days and marketing events.
- Make a positive contribution to the work of the Faculty, assisting in providing a holistic, flexible service by working effectively with other teams and departments.
- Demonstrate excellent Customer Care in dealing with all customers of the Faculty.
- Undertake any other duties as required by the Faculty Administration Senior Management Team.
- Provide relief cover for other areas as necessary including the evening reception cover.
- Participate in the induction programme within the Faculty of Health
- Assist and be in attendance at the Award ceremonies as required

In addition to the above all Edge Hill University staff are required to:

- Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- Undertake appropriate training and development as required
- Participate in Edge Hill's Performance Review and Development Scheme
- Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18
£21,414 - £23,334 per annum

Hours: Full time, 36.25 hours per week 8.45am – 5.00 pm Mon-Fri
Flexi time is in operation

However, it is expected that the postholder will work flexibly according to the ongoing demands of the job and responsibilities at this level.

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION FORM

**Placements Co-ordinator, Applied Health and Social Care (AHSC) Programmes
EHA1330-0119**

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1.	Educated to A level standard or to have relevant work experience	*		A
2.	IT Qualification e.g. ECDL		*	A
Experience and Knowledge				
3.	Experienced in the use of database, Word and Excel	*		S/T
4.	Experience of working in practice placement unit		*	S
5.	Experience of report writing		*	S/I
6.	Experience of working in the Higher Education sector or NHS		*	A
7.	Experience in liaison with external bodies		*	S/I
Abilities/Skills				
8.	Ability to work without direct supervision exercise initiative and independent judgement	*		S/I
9.	Able to organise and prioritise work effectively and meet deadlines when under pressure	*		S/I
10.	Able to work as part of a team	*		S/I
11.	Able to operate flexibly and reliably	*		S/I
12.	Able to pay attention to detail	*		A/T
13.	Able to maintain total confidentiality	*		I
14.	Able to develop and maintain effective working relationships at all levels	*		S/I
15.	Excellent communication skills both oral and written	*		A/I
16.	Excellent demonstrable customer care skills	*		S/I
17.	Able to represent the Faculty / Service area		*	I

18.	Ability to implement new systems & procedures	*		S/I
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***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.