

It is important to note that this job description is a guide to the work you will initially 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:

Partnership Administrator

EHA1287-0521

2 posts – 1X Full-Time Permanent, 1X Full-Time Fixed-Term to 31st Dec 2021

Reporting to: Partnership Development Operations Manager

Accountable to: Head of Partnership Development

The Post

The post is located within the Faculty of Education Partnership Development Team.

The postholder will provide a range of administrative support for the Partnership Development Team area taking responsibility for supporting several key processes and procedures for the area. The postholder will have to ensure effective communication with team colleagues who may be based in a different location, whilst adopting a flexible approach to their work by assisting the Partnership Development Operations Manager to ensure their work is undertaken efficiently and effectively.

Duties and Responsibilities

1. Build up a secure knowledge of the allocation to trainees/students to placements and associated administrative procedures. This will involve liaison with Partnership Development Officers and taking responsibility for identified administrative tasks associated with the delivery of the Partnership Development Team activities
2. Work closely with the Partnership Development Operations Manager to ensure that Professional Practice and Work Based Learning arrangements are undertaken efficiently across all departments depending on priority as directed
3. Assisting with the accurate inputting of Professional Practice and Work Based Learning offers on to the appropriate database
4. Attending Professional Practice meetings with the wider team, as required in order to assist with the allocation of placements and ensuring that the appropriate database is always up to date

5. Acting as the lead allocator of a cohort to co-ordinate the allocation process, including identifying suitable trainees/students for placement offers, taking into consideration personal circumstances, and arranging placement meetings relating to distance placements and accommodation assistance. As the lead allocator, you will also be the key point of contact for the relevant Partnership Development Officer, Partnership Quality Officer and Year/Course Leader for the cohort.
6. Ensuring the Student Allocation Profiles are completed and where necessary liaise with students to collect up to date accurate information;
7. Dealing with queries (from trainees and schools/settings) about Professional Practice and Work Based Learning allocations to a resolution;
8. Contacting schools/settings as required in order to source/confirm Professional Practice and Work Based Learning placements for trainees, specifically those suggested via the Student Allocation Profile information and Professional Practice Allocation Forms
9. Identifying trainees who require additional assistance to attend professional practice, such as those at a distance, requiring transport or Accommodation Assistance and submitting requests to the Faculty Finance Partnership Officer to gain approval to source accommodation/transport/additional funding
10. Production of DBS letters, often liaising with central services, to ensure that trainees are cleared prior to commencement of Professional Practice and Work Based Learning Placements.
11. Arrange trainee transport and accommodation for distance Professional Practice placements ensuring that high quality, cost effective services are secured and that information is clearly and timely communicated to trainees.
12. Arrange insurance for trainees placed overseas, e.g. Isle of Man, including the identification of any medical conditions of those travelling.
13. Publish placements to trainees/students and confirm placements with schools and settings.
14. Support the payments to settings process once placements are complete.
15. Assist with the evaluation process for Professional Practices. This will include setting up on-line evaluations and providing the results to Professional Practice Leaders.
16. Supporting the organisation of wider Partnership activities, such as Aspiration School Visits, working closely with the wider partnership team.
17. Provide administrative support for any new developments that may arise as directed by the Partnership Development Operations Manager.

18. Providing administrative support to quality assurance reviews and processes, i.e. Ofsted Inspections/PPERs/audits within the area as required.
19. Assistance with the organisation of training events for new and existing mentors.
20. Deal sensitively with enquiries from trainees, students, staff and members of the public.
21. Respond positively to changing circumstances that may lead to a mutually agreed re-definition of the role.
22. Support Edge Hill University's Equal Opportunities Policy.
23. Any other duties deemed appropriate by the Partnership Development Operations Manager and commensurate with the level of the post.
24. Provide assistance with whole university activities e.g. open days, enrolment.

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

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

Salary: Grade 3, Points 11-14
£19,612 - £21,236 per annum

Hours: 36.25 hours per week

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

Partnership Administrator EHA1287-0521

CRITERIA:

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, BTEC National standard or equivalent, or to have relevant work experience | * | | A |
| Experience and Knowledge | | | | |
| 2 | Experienced in the use of databases, word processing and spreadsheets | * | | S/I/T |
| 3 | Experience of working in a busy office environment, dealing with conflicting demands on your time | * | | S/I |
| 4 | Experience of acquiring, interpreting and analysing complex data sets | * | | S/I/T |
| 5 | Experience of working in the Higher Education sector | | * | A/I |
| Abilities/Skills | | | | |
| 6 | Able to work on own initiative and problem solve with a positive attitude | * | | S/I |
| 7 | Strong organisational and prioritising skills to enable you to work effectively under pressure to meet deadlines in a busy office environment | * | | S/I |
| 8 | Able to work independently as well as part of a team | * | | S/I |
| 9 | Able to maintain total confidentiality with an awareness of Data Protection and Freedom of Information issues | * | | S/I |
| 10 | Excellent communication skills both oral and written which enable you to deliver fantastic customer care | * | | S/I |
| Other | | | | |
| 11 | Evidence of reflection and engagement in Professional Development to enhance own skills and knowledge | * | | S |
| 12 | An awareness of Equal Opportunities issues | * | | I |

*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.