

**Job description**

**Date last reviewed**: March 2013

**Faculty/Department**: All Faculties

**Title of post**: Partnerships and Placements Administrator

**Grade of post**: 6

**Post number**: 17827 17828 17829 17830 18032

**FT or % P/T**:

**Principal location of work**:

**Immediate line manager**: Partnerships and Placements Manager

**Staff managed**: None

**Qualifications required for post**: A-levels or equivalent experience

**Experience required for post**: Significant demonstrable administrative experience; minutetaking experience; good IT skills and an understanding of database management systems; ability to work on own initiative; team-working experience; problem-solving skills; flexible approach to working; excellent communication skills.

**Overall purpose of post**: To ensure the efficient administration of all partnerships and placement activity in the faculty.

**Main duties:**

1. Provide administrative support for staff with student placement and professional practice responsibilities including receiving and responding to correspondence, preparation of reports and other materials, dealing with telephone enquiries and student queries. Provide administrative support to students on placement, responding to individual requests and drafting correspondence on own initiative.

1. Plan and maintain accurate records of student placements ensuring an equitable spread of experiences as directed by professional bodies and service teams. Where relevant, monitor student practice hours, using statistics where appropriate, including formal analysis of student and mentor feedback. Provide reports of this for internal and external stakeholder use. Contribute to the development and implementation of administrative systems to support placement allocations, including the development of audit tools.

1. Engage with the development of database systems, on-line social networks, virtual environments etc. to support placements activities in the faculty.

1. Ensure all filing systems, partnership and placement databases and other records are accurate and up to date, validating data and taking appropriate action on any change to student status. To manage systems for dealing with data from external professional bodies and to ensure that relevant web sites are maintained to inform students, staff and placement colleagues.

1. Ensure all quality assurance and other processes in relation to partnership administration are adhered to. E.g. to monitor Disclosure & Barring Servicedisclosures and Health Declaration checks. Liaise with Student Services as required. Issue students Authority to Practice where appropriate.

1. Working with the Placements and Partnerships Manager where relevant, plan placement resources on a yearly cycle taking into account growth together with fluctuating student numbers. To identify methods of addressing any shortfall, and, with academic colleagues, negotiate with relevant placement areas to rectify the position.

1. Liaise with personnel from relevant external bodies and business organisations in relation to student placements and practice. To prepare regular student and practice educator newsletters and bulletins.

1. Through the collection and analysis of qualitative and quantitative data to review the success of placement and partnership activities in relation to meeting Student, University and Faculty requirements and objectives.

1. Ensure the quality of the placement programmes with reference to relevant Codes of Practice and health & safety guidelines to apply best practice.
2. Liaising with academic staff where necessary, ensure students undertaking placements are provided with appropriate advice, guidance and ongoing support.
3. Liaise with the careers service and other faculties to ensure effective coordination when working with external organisations in the provision of all student placements.

1. Where relevant administer external examiner/external quality reviewers and auditors visits and prepare the necessary documentation and statistics.

1. Service committees including preparation of agenda, minute taking, circulation of papers before and after committee and ensuring follow up actions are implemented.

1. Where necessary to have an understanding of the placement expenses scheme(s) and provide guidance on eligibility for reimbursement to both students and staff, including giving short presentations to each group of students before placement. To sign off all claims in accordance with the set policy on funding ensuring the correct documentation has been provided.

1. Any other duties commensurate with the grade and level of responsibility for this post, for which the post holder has the necessary experience and/or training.