

JOB DESCRIPTION

Job Title:	Placement Co-ordinator (Nursing and Allied Health Professions)
Department:	hired@UCB
Contract:	Full-time
Salary Range:	£30,942 - £32,816
Salary Grade:	SS5
Report To:	Assistant Director of hired@UCB
Job Purpose:	To contribute to the delivery of the hired@UCB objectives through the delivery of a work placement service to students undertaking both nursing, physiotherapy, social work and other regulated professional programmes.
Main Duties and Responsibilities:	<ol style="list-style-type: none"> 1. To work as part of a team to ensure the effective delivery of the hired@UCB service to students. 2. To work in partnership with UCB academic teams and placement providers'/practice partners to deliver a high quality placements service that meets the regulatory requirements of each profession. This will include: <ol style="list-style-type: none"> a. Setting up, managing and maintaining the student data in relation to placements on the university allocations system b. Liaising with the placement providers to maximise the number of placement opportunities available and allocate students as appropriate c. Monitor placement quality audits and liaise as appropriate with the provider Quality Lead, and placement staff and UCB staff to ensure required standards are being met d. Ensure students have completed all pre-placement requirements, matching student requests to placement availability and handling any subsequent requests for changes to allocations e. Prepare, amend and issue all documentation related to placements, including handbooks and assessment profiles, and ensure that these reflect the current Programme requirements f. Record and monitor patterns of sickness absence for all students, highlighting potential problems to academic colleagues as and when required 3. Maintaining records of professional regulatory requirements on ARC (NMC, HCPC) and other appropriate systems, including: <ol style="list-style-type: none"> a. maintaining accurate records of placement providers

	<p>contact details and updating them as required</p> <ul style="list-style-type: none">b. establishing and maintaining records of student placement participation and monitoring visits, providing reports on placement activity and trends for use by UCB staffc. maintaining records of DBS, Occupational Health Clearance, self-reporting of good health and character, mandatory training recordsd. compiling reports for Programme Managers self-assessment and monitoring <ol style="list-style-type: none">4. Support students in the organisation of any elective placements, providing information for the potential placement provider on mutual obligations and required outcomes5. Organise Assessor update days for practice assessors and set up and maintain a 'live' database of assessors6. Support Programme Managers to prepare for exam and progression boards, using ARC records of student achievement7. You may be required in pursuance of your duties to perform services not only for the Corporation but also for any subsidiary.8. You are expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.9. You will be expected to comply with any rules and regulations which the Corporation may from time-to-time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.10. To ensure practice is in line with the General Data Protection Regulations.11. To commit to upholding the principles of Safeguarding and the PREVENT agenda.12. Undertake other duties, commensurate with the grading as may be required from time to time.
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PERSON SPECIFICATION

Post:	Placement Co-ordinator (Nursing and Allied Health Professions)
Experience:	
1	Experience of working in a professional healthcare role (clinical or administrative)
2	Experience working in a face-to-face role building strong professional relationships, ideally organising and supporting work experience placements for regulated professions.
3	Experience of establishing and maintaining detailed and accurate records
4	Administration experience at a level commensurate with the role with evidence of managing a caseload.
5	Experience in the use of IT systems to manage workload, preferably ARC or similar software
Skills & Abilities:	
6	Ability to work alongside a busy student focussed clinical and administrative team
7	Excellent oral and written communication skills with the ability to confidently deliver group presentations to a range of audiences.
8	Proficient IT skills, to include Microsoft and presentation products
7	Ability to work independently, with autonomy and in response to deadlines; ability to work collaboratively as part of a team
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Education & Qualifications:	
11	Minimum level 5 qualification ideally within a field relevant to the role.
12	English and Maths at minimum level 2 (i.e. GCSE Grade 4 or Grade C or above).
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Training & Professional Development:	
16	Evidence of continuous professional development, updating of skills and knowledge.
17	Willingness to undertake any further training deemed.
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Other:	
21	Flexible approach to work including a willingness to work occasional evenings and weekends. .
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.
23	Clear commitment to excellence and student centred delivery.
24	Ideally, hold a valid driving licence and access to own vehicle.
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