

Job Description

Job Title	Placement Administrator		
Grade	5	Faculty	Health, Science, Social Care and Education (FHSSCE)
Section	Faculty Professional Administration and Support	Reports to	Practice Education Support Coordinator
Direct reports	N/A	DBS Requirement	N/A

Job purpose

The Faculty of Health, Science, Social Care and Education offers wide ranging practice-based education and training programmes across Nursing, Social Work, Midwifery, Life Sciences, Pharmacy and Chemistry, and Education, which are informed by high quality and impactful research and scholarship. The Faculty has a successful track record in public and service user engagement and developing knowledge transfer partnerships and other enterprise activity. The Faculty's professional administration and support teams work together to ensure business and support services are effective, efficient and sustainable in meeting the needs of our students, staff, stakeholders and areas of work.

Practice Education (Placement Activity) accounts for up to 50% of a student's course when studying a professional degree and imperative to ensuring our students have the relevant opportunity to gain experiences and the required skills for their chosen profession. Based at the Faculty's Kingston Hill campus you will provide professional administrative support for the efficient and seamless delivery of Practice Education Support services in the Faculty.

The Placement Administrator's role is to provide high quality, efficient and effective placement administrative support for students, academics, and placement providers. The post holder will utilise their extensive administrative skills to support the workings and processes of the Placement Team in fulfilling its role within the Faculty.

Role & Responsibilities

Practice Education Support Team

- Provide administrative support within the Practice Education Support Team including processing relevant documentation.
- Using your excellent communication and negotiation skills support placement allocation activities under guidance and work with internal clinical coordinators and external partners as required.
- Input and maintain placement information on the relevant placement management system.
- Utilise your high level of administrative skills to support activity within the Practice Education Support Team.
- Attend, contribute to and/or service relevant placement meetings as requested.

Other Responsibilities

- Respond to enquiries face-to-face, by telephone, in writing and by email from students, academic and administrative colleagues, external partners and other enquirers.
- As a member of the Practice Education Support Team, work flexibly and provide cover and support for others where requested, including working across the different Faculty sites as necessary.
- Maintain effective working relationships with Faculty and University colleagues and external partners.

- Actively participate in ongoing professional development activities as requested.
- Assist with the maintenance and operational support of placement team software and online applications.
- Undertake other duties commensurate with your Grade as requested by the Practice Education Support Manager or Faculty Placement Team Leader.

Please note, on occasions other duties may be undertaken as part of this role and in line with the grade.

General Requirements

All Kingston University Staff are expected to demonstrate and work towards developing the Values Framework:

- **Innovative:** To apply new methods or ideas to facilitate progress
- **Inclusive:** To value the diversity of students and staff, treating them respectfully
- **Enterprising:** To recognise and act on opportunities
- **Ambitious:** To pursue excellence for oneself, the University, and our communities

The postholder must always carry their responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your duties in line with our EDI policy and strategy and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

You must promote and safeguard the welfare of students/ staff that you are responsible for or come into contact with.

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Person Specification

Knowledge & Qualifications	Essential	Desirable
Educated to A' Level, or equivalent relevant professional experience.	X	
Knowledge and experience of working in an education support role, ideally in a School, in Further Education and/or Higher Education.		X
Proficient in the use of IT, including Microsoft Office software, Placement Management Systems and Internet applications.	X	
Knowledge of and/or working with student record systems or a similar record database.	X	

Skills & Competences	Essential	Desirable
An organised and professional approach to work with the ability to manage your workload, schedule tasks and prioritise between important and urgent tasks to meet deadlines.	X	
The ability to provide professional, high quality and customer-focused administrative support, and work as part of a team to improve processes and maintain standards.	X	
Excellent written and verbal communication skills.	X	
The ability to understand complex situations and be responsive in working with others toward achieving a solution.	X	
Flexible and adaptable in your approach to work, with the capacity to recognise and embrace new ideas and methods of working.	X	
The ability to liaise effectively with a range of people internal and external to the organisation.	X	
The ability to work effectively as part of a team, recognising and respecting the roles, responsibilities, interest and concerns of colleagues and stakeholders.	X	
The ability to work effectively as part of a team.	X	
Committed to your own ongoing professional and personal development.	X	
Experience of course administration in Higher Education, including use of a Virtual Learning Environment (VLE).		X

Important Working Relationships

- Practice Education Support Manager
- Faculty Placement Team Leader
- Practice Education Support Team
- Relevant academic staff (Nursing, Social Work, Midwifery, Life Sciences, Pharmacy and Chemistry, and Education)
- Faculty academic and professional administration colleagues
- Relevant colleagues in University services^F
- Relevant stakeholders within contacts at external organisations