



JOB DESCRIPTION

<p>Job Title: Placement Co-Ordinator</p>	<p>Band 4: £22,681 to £24,533 per annum <i>Opportunity to progress to £25,742</i></p>
<p>Department: Placement Support Team</p>	
<p>Reporting directly to: Head of Placement Support Team – Nursing, Midwifery, and Allied Health</p>	
<p>Other Contacts Internal: Professional service colleagues in the Placement Support Team (PLAST), Professional Administrative Services and other University departments such as Communications & Participation and Registry Services; academic colleagues at the University and partner institutions; University of Worcester students. External: Employers (placement providers) and their staff.</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. Working collaboratively with internal and external stakeholders, co-ordinate, plan and allocate student professional placements across a range of programmes. Maximise the placement capacity resource across multiple student intakes and employers to achieve placement allocations. 2. Manage, plan and prioritise your workload to achieve the placement co-ordination and associated workstreams, including daily workload planning and long-term planning for each semester. Work with other team members to organise and agree deadlines and targets. Monitor progress and report to the Head of PLAST on a regular basis. 3. Analyse programme planners to identify opportunities to maximise placement capacity, including problem solving and gathering information to aid this process. Monitor allocations across other cohorts to ensure that available placements are being used efficiently. 4. Liaison with academic course managers and employers, including identifying and negotiating solutions to allocations and other placement issues. 5. Using complex information from professional bodies, course standards, and university policies, apply knowledge of proficiencies and placement areas to plan suitable placements appropriate to the stage of the course and students’ previous experience. 6. Building relationships with our employer stakeholders. 7. Track student risk management clearance checks to enable students to commence placement, liaising with students, colleagues in academic teams, employers, and the university occupational health provider. 8. Liaise with employers to ensure they submit risk management documentation in line with the University Work Based Learning policies and procedures. 9. Establish, develop, and maintain records for students, placements, and related details with the Placement Allocations systems and processes. 	



10. Using the main placement database, code and populate student and placement records. Monitor activity, prepare, and circulate reports and information. Problem-solve data queries and conflicts.
11. Minuting secretary for a range of panels and placement-related meetings and events. Prepare and circulate agenda, minute meetings, distribute timely and accurate minutes to members.
12. Interpret and explain processes and requirements across a range of placement activity for students, employers, and university colleagues. Provide advice and guidance where required, including signposting stakeholders as necessary.
13. Respond to regular requests for data and information about students, employers, and clearance status and contribute to preparation of evidence for internal and external monitoring activities by professional bodies such as NMC and Ofsted.
14. Train and support new team members as required on the I.T. systems, processes and protocols involved in placement co-ordination.
15. Work flexibly as part of the administrative support team, assisting colleagues during busy periods, sickness or holiday leave on any duties required to ensure team targets are delivered.
16. Participate in regular team meetings and discussions to agree and contribute to team targets and aid team co-operation.
17. Take responsibility for your own continuing professional development, including identifying improvements and changes to processes and procedures, and sharing these with the Head of PLAST.
18. Always ensure confidentiality and safety of personal data relating to students in accordance with GDPR.
19. Carry out the duties of this post in a manner which promotes equality of opportunity and shows due respect for all employees and users of the University's services, in accordance with the University's Equal Opportunities Policy and 'Dignity at Work and Study' guidelines.
20. Carry out all duties having due regard for the health and safety of yourself and others, in accordance with the University's Health and Safety Policy.
21. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
22. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
23. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.