

JOB DESCRIPTION

Job Title: Senior Placement and Quality Co-Ordinator	Band 5: £25,138 to £28,759 per annum <i>Opportunity to progress to £30,488</i>
Department: Professional Administrative Services (PAS)	
Reporting directly to: Head of Placement Support Team – Nursing, Midwifery and Allied Health	
<p>Other Contacts</p> <p>Internal: Professional service colleagues in other University departments such as the Professional Administrative Services, Communications and External Affairs, and Registry Services. Academic colleagues at the University and Partner Institutions. University of Worcester students.</p> <p>External: Employers (placement providers).</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. Ensure placement risk management documentation is completed and in date, including risk assessments, insurances, and health and safety declarations. Advise academic colleagues and other PLAST members of any placements with out-of-date documentation, adhering to the placement allocation schedules. 2. Liaise with members of PLAST and academic teams to provide training, advice, and guidance around the content of audits and related documentation. 3. Using the ARC placement database and Excel spreadsheets, track and manage the audit and action plan status of placement areas and update placement information records. Monitor activity, prepare, and circulate reports and information. 4. Working collaboratively with internal and external stakeholders, co-ordinate, plan and allocate student placements for a range of healthcare courses. 5. Employer liaison including identifying and negotiating solutions to placement shortfalls; identifying and disseminating key information; building relationships with external contacts and exploring partner needs, suggesting changes where appropriate. 6. Liaison with academic course managers including identifying and negotiating solutions to allocations and other placement issues. 7. Manage 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. Using the main placement database to code and populate student and placement records. Monitor activity, prepare, and circulate reports and information. Problem-solve data queries and conflicts. 	

9. Interpret and explain processes and requirements across a range of placement activity for students, employers, and university colleagues. Provide training, advice and guidance where required, including signposting stakeholders as necessary.
10. 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.
11. Co-ordinate practice panel dates and chairs and liaise with PLAST to ensure all practice panels are covered by a linked PLAST co-ordinator. Give advice to colleagues on panel requirements and terms of reference.
12. Co-ordinate and administer the release of online student placement evaluations for professional programmes. Analyse student responses and circulate findings to key stakeholders.
13. In liaison with the practice facilitators for the independent sector, maintain and update the Practice Assessor database.
14. Always ensure confidentiality and safety of personal data relating to students in accordance with GDPR.
15. Work as part of the Placement Support Team, assisting colleagues during busy periods, sickness or holiday leave on any duties required.
16. 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.
17. 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.
18. 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.
19. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
20. 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.