

## Senior Placements Co-Ordinator - Academic Registry - Grade G

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### Job Description

#### Purpose

To develop, manage, co-ordinate and implement clinical placement systems and processes across the School of Medicine's programmes in line with course requirements. In particular, to be responsible for the management and analysis of quality assurance processes for placements and payment of placement providers. To have an overview of all placement functions for the School including the management of student and provider placement queries. They will also hold the post of Deputy Chair for the Evaluation Sub-Committee.

#### Duties

1. To be the focal point for placement co-ordination for all School of Medicine placement activities (MBBS, MPAS MPAP, US, Optometry etc.) liaising with Local Education Providers (LEPs) across Burnley, Westlakes and Preston Campuses.
2. To manage and allocate work for the Placement Team, as well as planning and prioritising own work.
3. To be responsible for the co-ordination of all finance between the School of Medicine and NHS Trusts/placements.
4. To liaise with LEP leads on the arrangements for clinical placements, planning, coordinating and monitoring key administrative processes.
5. To give oral presentations and training to NHS mentors/supervisors if required, and students regarding placements when/if required.
6. To oversee the production and to analyse a range of quality assurance data for clinical placements. Producing statistical and qualitative reports for QAE reviews and GMC visits.
7. To facilitate research into the quality assurance of Workbased Learning.
8. To organise and facilitate student placement feedback sessions and evening GP events.
9. To ensure that the financial transactions in the agreements with LEPs are processed in line with University requirements and to support and monitor the process of contract management in relation to clinical placement agreements
10. To liaise with other areas of the University and external agencies and to represent the MBBS programme and the School at internal and placement provider meetings.
11. To ensure the maintenance, development and continuous improvement of administrative systems to support clinical placements.
12. To work collaboratively with colleagues across the organisation to support the development and enhancement of clinical placement administration and quality assurance.
13. To be mindful of legislation and regulations on health, safety and environment, data protection, freedom of information and intellectual property rights and to safeguard standards of security and confidentiality, acting as the liaison between the School and LEPs.
14. To show sensitivity and consideration to a wide range of student and staff welfare

issues

15. An ability to work flexibly with other members of the School administration team is essential to ensure that the current and future administrative needs of the School are met over the academic and calendar year

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Significant experience of managing and coordinating student placements (Application/Interview).
- Experience of team management and workload allocation. (Application/Interview).
- Significant experience of Quality Assurance analysis (Application/Interview).
- Significant experience of planning and management of finance systems with multiple providers (Application/Interview).
- Degree or equivalent experiential learning, and a range of A levels and GCSE grade or equivalent, to include GCSE Mathematics and English (Application).
- Confident in the use of the Microsoft Office suite of packages, familiar with e-mail, use of the internet and electronic filing systems (Application/Interview).
- Ability to work consistently under pressure, prioritise work and meet deadlines (Application/Interview)
- Ability to research, organise, analyse and present information both verbally and in the form of reports and statistical information to support the teaching, learning and assessment functions (Application/Interview).
- Excellent organisational abilities including the ability to effectively organise the team (Application/Interview).
- Ability to communicate effectively with staff and students and other agencies in person, in writing and on the telephone (Application/Interview).
- Ability to work alone or as a member of a team (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Medical Education placement experience (Application/Interview)
- Managing a placement team in a higher education setting (Application/Interview)
- Higher Education/Healthcare experience with quality assurance systems (Application/Interview)
- Experience with large contract values (Application/Interview)
- Masters degree or equivalent (Application/Interview)
- A level or higher Mathematics or Statistics (Application/Interview)

- Car Driver for travel across provider sites and University campuses (Interview)