

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF42139
<b>Post Title:</b>	Clinical Placement Administrator (0.8 FTE)
<b>Grade:</b>	4
<b>School/Department:</b>	School of Psychology and Clinical Languages / Student Services – Careers and Placements
<b>Reports to:</b>	Clinical Placement Coordinator /Head of Student Placements
<b>Responsible for:</b>	N/A

## Purpose

The clinical placement administrator role will include a wide range of duties involving the day-to-day organisation, facilitation and administration of speech and language therapy student placements in the School of Psychology and Clinical Language Science. This will include the responsibility for supporting placement allocations, training activities, pre, during and post placement support, monitoring and reviewing placement offers and supporting the quality assurance of all placement activity within speech and language therapy degree programmes. The speech and language therapy clinical placements' team includes two placement administrators, and a team of lecturers in speech and language therapy who have clinical tutoring as part of their role.

## Main duties and responsibilities

1. Provide a first point of contact service for placement enquiries from practice placement coordinators, practice educators and students on the speech and language programmes.
2. Under the supervision of the Clinical Placement team, you will be expected to allocate students to placements, managing all stages of the placement process, including the clinical timetables, and communicate progress to students, Schools, departments and placement providers.
3. You will provide administrative support for preparing placement information for students and practice educators.
4. Use a range of communication channels and university records system to maintain contact with students and practice educators pre, post and during placement, enabling access to placement information for all, and facilitating excellent customer service.
5. Maintain the University records system and the clinical placement database with details of placement providers and students' progress, using this information to provide regular progress updates to the Clinical Placement Coordinator for Speech and Language Therapy.
6. Provide information to the School regarding placements for audit and accreditation purposes, when required.

7. To act as committee secretary for the following: Practice Partnership Forum and relevant clinical placement meetings.
8. You will also support the coordination of Practice Partnership events and Educator Training sessions
9. You will also ensure all Tier 4 student placement records are appropriately recorded to the Immigrations team.
10. You will liaise with placement providers and ensure all necessary administration, including honorary contracts, are organised in time for placements to commence.
11. You provide administrative support for placement visits, including placement risk assessments.
12. You will collate, prepare reports, and disseminate the results of student feedback of student placement experience and placement educator training.
13. You will provide administrative support for processing student travel and accommodation claims for placement related activity.
14. You will liaise with placement educators to ensure placement assessments for student are completed to deadline and forwarded to students and academic staff.
15. Work within and ensure compliance with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment related legislation.
16. To attend and contribute to the placement community of practice, placement team meetings as well as ensuring continual professional development and training.
17. To undertake any other duties as required by Clinical Placement Coordinator for Speech and Language Therapy and the Head of Student Placements for the effective administration the clinical placements

### **Supervision received**

The post-holder will be managed by the Head of Student Placements and supervised daily by the Clinical Placement Coordinator in The Speech and Language Therapy Team. The post-holder and their manager will agree objectives as appropriate. They will be expected to manage their own time and set their own work schedule to meet the requirements and objectives for the post.

### **Supervision given**

N/A.

### **Contact**

In addition to the Clinical Placement Tutors, you will also liaise with other staff in the School of Psychology and Clinical Language Sciences, such as the executive support team. In addition to working with your colleagues within the Wider Careers and Placement team, you may also liaise with other teams within Student Services, such as the Welfare Team, and Programme Administration and other professional services within the University who support placements.

## **Terms and conditions**

This role is available on a part-time basis (0.8 FTE) for a fixed term period until 13 November 2023, some weekend working may be necessary.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: 30 March 2022**

# PERSON SPECIFICATION

Job Title	School/Department
Clinical Placement Administrator	Careers Centre

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work effectively and collaboratively with wide range of colleagues and stakeholders associated with placement activities</li> <li>• Ability to work independently and as part of a team</li> <li>• Excellent organisation skills and the ability to prioritise, to work under pressure and meet deadlines</li> <li>• Proactive with excellent problem-solving skills</li> <li>• Strong attention to detail and analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing and promotion</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Education to A level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level</li> <li>• Evidence of CPD in a relevant field</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong working Knowledge of Microsoft Office, particularly Excel</li> <li>• Awareness of Equality and Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of university placement policies and practice</li> <li>• Knowledge of health services</li> <li>• Knowledge and understanding of working within the HE sector</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a busy administrative post working with a range of digital systems and processes</li> <li>• Experience of administering expenses and budgets</li> <li>• Strong customer service skills, with the ability to work with a broad range of people</li> <li>• Experience of producing numerical reports and working with data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working Higher Education</li> <li>• Experience of working in health services</li> <li>• Experience of working with students in a support role</li> <li>• Experience of facilitating student placements in or outside of the curriculum</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Flexible and adaptable</li> <li>• Resilient and resourceful</li> <li>• Confident and Motivated</li> <li>• Reliable and Honest</li> <li>• Positive attitude: ability to see how things can be achieved</li> <li>• Diplomatic and discreet</li> <li>• Organisation: ability to effectively manage own time and priorities</li> </ul>	

Completed by: Em Sowden	Date: 22 March 2022
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