

Placements Officer – Academic Registry – Grade E

Job Description

Purpose

To deliver a range of professional services to support the allocation, recording and reporting of student placement activity.

To contribute to the full range of administrative registry functions and events throughout the academic cycle in support of service delivery excellence.

Duties

1. To support the allocation and/or approval of student placement activity across the University, liaising with relevant stakeholders internally and externally to support programme requirements, including the development of rules for placement allocation, in partnership with programme teams.
2. Ensure minimum quality requirements for placement learning environments are achieved and maintain accurate data sets for approved learning environments.
3. To develop a thorough understanding of rules and regulations related to curriculum structures and eligibility to commence placement (e.g. DBS, Occupational Health, Risk Assessment, Mandatory training, confirmation of minimum learning experience, insurance and health and safety requirements).
4. Ensure agreements, including data sharing agreements are in place for all approved learning environments.
5. Ensure that all student placement records are up to date including recording of reportable assessment requirements for boards, so that academic regulations can be applied consistently, including any professional and/or regulatory body requirements.
6. To support the implementation and ongoing enhancement of Placement Management systems and associated operational processes.
7. To support Schools with placement finance processes through the provision of detailed reporting for internal and external stakeholders.
8. Support the provision of strong customer service to staff and students and build positive working relationships with key stakeholders.
9. Any other duties relevant to the role and commensurate to the level of the post as agreed by the Senior Managers/Head of Service.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Demonstrable experience of current administrative practices and processes in a busy office environment (Application/Interview).
- Demonstrable evidence of strong analytical skills to perform data quality checks and other monitoring functions (Application/Interview).
- Evidence of inputting, updating, maintaining and extracting complex data from record database systems and checking data integrity (Application/Interview).
- Experiencing of complying with and providing guidance of regulations, policies and procedures (Application/Interview).
- Substantial experience in the use of IT, Microsoft packages and digital technologies (Application/Interview).
- A range of GCSEs, including English Language and Maths at Grade C/4 or above, or appropriate equivalent experiential learning (Application).
- Demonstrable evidence of strong written and verbal communication and ability to present information clearly and succinctly to individuals and groups (Application/Interview).
- Strong planning and organisational skills to meet conflicting deadlines and prioritise own workload (Application/Interview).
- Proven ability to work consistently, with attention to detail, under pressure and meet deadlines, particularly in a multi-functional team (Application/Interview).
- Ability to quickly assimilate complex information, provide expert opinion, reports and specialist advice (Application/Interview).
- Evidence of working unsupervised, being solution-focused, using initiative and making decisions (Application/Interview).
- An awareness of confidentiality, GDPR and matters of IT security (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)

- Experience of student administration in an educational environment (Application/Interview).
- Detailed knowledge of student records systems in higher education or similar corporate databases (Application/Interview).
- Level 3 qualifications (e.g. A-levels, BTECs, T-levels, etc.) (Application).