

## **.BISHOP GROSSETESTE UNIVERSITY LINCOLN**

### **JOB DESCRIPTION**

**Title of post:** Senior Placement Administrator

**Grade:** SPS Grade 4

**Responsible to:** Placement Services Manager

#### **Job Summary**

Under the direction of Placement Services Manager, to provide high quality administrative support to the development, organisation and administration of placements across Bishop Grosseteste University. The Senior Placement Administrators will take a lead role within the Placement Team for work areas/ placement cohorts as specified by the Placement Services Manager.

#### **Specific Duties and Responsibilities**

1. To source, assign and allocate placements to best serve the learning and teaching strategies of programmes across Bishop Grosseteste University (BGU) in liaison with key academic colleagues and the Placement Services Manager
2. To develop and maintain effective placement records, including records relating to performance and finance, placement/ partnership agreements, and correspondence.
3. To take a creative, solution focussed approach to all aspects of placement work, working with team members and colleagues to develop and maintain best sector practice around placement service.
4. To support the improvement of placement systems and development of good practice in liaison with relevant academic leaders and Placement Services Manager, taking a pro-active role in the maintenance, evaluation and development of high quality systems within the Placement Services Office.
5. To take a lead role in key areas of work as defined by the Placement Services Manager – in particularly taking responsibility for specific cohorts, including:
  - a. Work with academic leads to liaise with partner schools, groups of schools, community and business settings and facilitate the management of placement practicalities, both for ITT/QTS placements and non- QTS placements.
  - b. To seek offers of placements and manage the effective placement of students to placement offers adhering to agreed QAA protocols with regards health and safety and other protocols agreed from time and forming part of the University's QAA compliance policies.
  - c. To effect the timely mailing of relevant documents, orders and letters, maintaining a placement schedule and time line and adhering strictly to agreed milestones

- d. To provide reports and responses to requests for information to deadlines, to academic staff.
  - e. To manage school and community placement transport arrangements (where applicable) within the given budget and assist the Placement Services Manager with the provision of regular updates on the school placement transport budget and to work together to produce a budget forecast.
  - f. To work with the relevant placement system support teams to ensure all relevant partner data is up to date and accurate, supporting the analysis of such data in relation to Ofsted/ PSRB priorities, maintaining and updating the financial records on the database and facilitating timely payments for placements as required.
  - g. To work with the relevant system support teams to ensure all documentation suitable for an Ofsted/QAA/ PSRB Inspection is located in the agreed areas of the Placement database and in SharePoint
  - h. To provide cover and support for other Senior Placement Administrators as required.
6. To co-ordinate arrangements for accommodation and subsistence for students accordance with university policy if required.
7. To supervise and support facilitation of the collection of student contributions for university-provided transport, the authorisation of student travel expenses and the checking and scanning of insurance and related documentation in accordance with university policy.
8. To alert the Placement Services Manager to any features of placements which may have a potentially damaging and/or detrimental effect on the placement transport budgets and the procurement of contracted transport and to devise and implement strategies to minimise the impact of the same.
9. To develop and maintain an understanding of key external requirements relating to Placements (e.g. as relating to Initial Teacher Training Compliance).
10. To attend appropriate training, staff development sessions and whole team meetings and participate in the annual appraisal process.
11. To comply with the University's Health and Safety Policy, legislation and practice.
12. To maintain professional standards in relationships, including non-discriminatory practices.
13. The post-holder must operate within the guidelines, procedures and regulations of Bishop Grosseteste University.
14. To undertake any other administrative tasks related to the role as seemed necessary by the Placement Services Manager.

**PERSON SPECIFICATION**

	<b>Core</b>	<b>Supplementary</b>
Education/ Qualifications	A Levels or equivalent	Relevant Degree level or equivalent experience
Knowledge and Skills	<p>Excellent IT skills (WORD, Excel, databases, email, internet) including the accurate collation and extraction of data.</p> <p>Effective and accurate office and administrative skills.</p> <p>Able to work to tight deadlines and prioritise and organise own work</p> <p>Ability to assess systems and record, monitor and report on financial and performance information</p> <p>Excellent communication skills for both verbal and written communication (including email and formal reports/ presentations)</p> <p>Ability to take a pro-active role in project teams</p> <p>Knowledge of Higher/ Further Education systems and procedures</p> <p>Creative approach to problem solving</p>	

<p>Experience</p>	<p>Experience of working in a very busy office environment, working under pressure and managing competing deadlines.</p> <p>Experience of maintaining positive relationships with external and internal contacts.</p> <p>Experience of giving client-centred customer service</p> <p>Experience of being a proactive problem-solver</p> <p>Experience of presenting to groups in formal and informal settings</p> <p>Experience of using initiative to undertake assessments and develop reports, including clear, realistic options and recommendations for improvement</p> <p>Experience of developing and delivering defined projects</p>	<p>Experience of working within Higher or Further Education</p>
<p><b>Personal Attributes</b></p>	<p>Excellent communicator e.g. with staff, students, schools and other external contacts</p> <p>Client-centred; willing to offer help and support, approachable</p> <p>Conscientious, enthusiastic and self-motivated</p> <p>Has a high attention to detail and a methodical approach to work</p> <p>Flexibility in approach to work and willing to undertake further training as required.</p> <p>Loyal, committed to the success of the University and willing to work hard to achieve it.</p>	