

## **Job Description**

<b>Position:</b>	Administrator (Placements Data)
<b>Faculty/Service:</b>	Faculty of Health & Wellbeing
<b>Reference:</b>	HWB-196/P
<b>Grade:</b>	Grade 4
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-Time
<b>Reporting to:</b>	Senior Lecturer – Nursing (Faculty Practice Quality Lead)

### **Main Function of the Position:**

Working in the Placements team, and closely with the Student Data Management, the role holder will support the day-to-day operation of placement data including collection, data entry, analysis and reporting in relation to Health Education England.

### **Principal Duties and Responsibilities:**

1. To assist in the maintenance and entry of data in University databases such as SITS (Student Record System) etc.
2. To support the data collection and checking process required for the external reporting of placement data, for example, to Health Education England.
3. Assist in the provision of operational and administrative support to a wide range of activities within the Faculty Placements team.
4. Contribute to the preparation/provision/distribution of documentation/materials/activities including the development and production of placement information reports.
5. To contribute as appropriate to the unit planning process and to be actively involved in the achievement of performance targets.
6. To demonstrate a professional attitude, evidencing commitment to the University and the attainment of excellent quality of service.
7. To maintain a working knowledge of University/External regulations and procedures, for example; Academic Regulations, Prevent, Statutory obligations etc.
8. Maintain confidentiality in all aspects of the University's business to ensure the integrity and credibility of the University is maintained and protected.
9. To be flexible and adaptable, where required to meet the changing needs of the service, which may involve operating outside of the normal working hours/pattern on occasion.

10. Undertake other duties commensurate with the nature and grading of the role as determined by the line manager.
11. Ensure and maintain integrity and confidentiality of placement data and associated data protection requirements in line with the statutory and corporate requirements.
12. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
13. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

## Person Specification

<b>Position:</b> Administrator (Placements Data)		<b>Reference:</b> HWB-196/P	
<b>Faculty/Service:</b> Health & Wellbeing		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in relevant subject area or equivalent level experience	1	Application Form/ Documentation
1 b)	GCSE A-C in Mathematics and English, or equivalent standard of education	1	Application Form/ Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Able to work diligently and develop approaches to identifying and confirming accuracy of data	2	Application Form/Interview
2 b)	Skilled at determining priorities and managing deadlines	2	Application Form/Interview
2 c)	Able to present data in a clear and accurate manner	2	Application Form/Interview
2 d)	Good oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	1	Application Form/Interview
2 e)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	Application Form/Interview
2 f)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	1	Application Form/Interview
2 g)	Good written and oral communication skills	1	Application Form/Interview
<b>3</b>	<b>Experience</b>		
3 a)	Experience of operating within a team environment	1	Application Form/Interview
3 b)	Competent in the application of Information Technology including Microsoft Excel	1	Application Form/Interview
3 c)	Experience of working to imposed deadlines	1	Application Form/Interview
3 d)	Experience of using a student record system e.g. SITS and dealing with sensitive information confidentially	2	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Adaptable and flexible to meet changing circumstances in the working environment and embrace change	1	Interview
4 c)	Highly organised and able to prioritise and manage own work to achieve deadlines set by others	1	Interview
4 d)	Able to work effectively as part of a team and as an individual	1	Interview
4 e)	Able to use initiative as and where appropriate	1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	1	Interview

<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University and be flexible in working practices in order to meet the needs of the service	1	Interview
5 b)	Awareness of the principles and requirements of the Data Protection Act/Freedom of Information/Bribery Act/Health & Safety/Prevent/UKVI	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Able to travel and work remotely as required in order to meet the requirements of the service	1	Interview
5 e)	Available to work evenings and outside the normal academic year	1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. Please note it is normally expected that a new appointee will commence at the bottom of the grade.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.