

Job Description

General Details

Job title:	Placement Expansion Officer
School:	Health and Social Care
Normal Workbase:	Stafford Campus
Tenure:	Fixed term for One Year
Hours/FTE:	Full Time, working 37 Hours per Week /1.0 FTE
Grade/Salary:	Grade 6
Date Prepared:	November 2020

Job Purpose

- To support the current Academic Practice Learning Manager in developing effective external relationships with current practice placement partners and new potential practice placement partners to expand the availability of placements for nursing students.
- To support the implementation of the School Practice Learning action plan, including new ways of working to strengthen and increase the visibility of the School in practice.
- To support the move of the School to new placement allocation and practice assessment documentation systems in readiness for full implementation in September 2021.

Relationships

Reporting to:	Academic Practice Learning Manager
Responsible for:	N/A

Key Activities

1. Contact practice learning partners and provide comprehensive information to support growth/or develop of new practice learning opportunities
2. To liaise with the nursing team and practice learning partners to identify and develop comprehensive data of key practice areas/services and/or geographical area where practice expansion can be targeted
3. To undertake educational audits in collaboration with practice learning partners, using the School educational audit tool to assess the practice environment, ensuring Nursing and Midwifery educational standards are met
4. Liaise with practice learning area leads/teams and undertake assessment of the practice activities to provide data to strengthen support and visibility of the teams in practice

5. Maintain accurate records of practice areas engagement in placement expansion to regularly report and monitor progress and evidence against Nursing and Midwifery educational standards
6. Liaise with and undertake regular reviews with the nursing team and practice learning partners, creating reports with clear actions to support progression of placement expansion
7. Ensure practice areas have timely communication, supporting monitoring processes to achieve successful placement expansion
8. Maintain oversight of new practice areas being developed to support further growth in practice expansion, keeping up to date with professional and awarding body standards
9. To participate in relevant internal meeting to provide reports on progress of placement expansion
10. Thrive in working to support the expansion of quality practice learning opportunities to support the growth in nursing student numbers
11. Timely completion of placement expansion summary reports to be presented at relevant internal meetings.
12. To support School and University activity to promote placement expansion work
13. The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

General Conditions

The appointment will be based at the Stafford campus of the University, although the post holder will be required to travel to other areas of the university and region during their duties and therefore must have be able to drive and have access to a car for this purpose.

Within the context of the main activities extended working hours may be required in line with the needs of the operational requirements and therefore a flexible approach will be required.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.