

Job Description

General Details

Job title:	Practice Learning Administrator
School/Service:	Health, Science and Wellbeing
Normal Workbase:	Stafford Campus
Tenure:	Permanent
Hours/FTE:	Full-time working 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	September 2021

Job Purpose

Acting as the first contact point in the provision of practice Learning administration services to ensure the effective delivery of quality practice learning experiences and environments for students on professional courses across the School of Health, Science and Wellbeing.

To provide administrative support to ensure data and records about students, practice learning experiences and environments, practice partners are accurately sourced, entered and maintained to ensure students are allocated to quality practice learning experiences and environments and meet the professional body requirements of the specific courses across the School of Health, Science and Wellbeing.

Relationships

Reporting to	Practice Learning Administration Team Leader
Responsible for:	None

Main Activities

- Provide effective and efficient practice learning administrative support and coordination, in collaboration with key academic staff and practice partners, including the allocation of practice learning experiences, tracking of practice hours and processing of practice evaluations.
- Provide effective and efficient administrative support and coordination for tracking and monitoring students occupational health, DBS and reasonable adjustments, and uniforms in collaboration with the Practice Learning Administration Team Leader, Course Leaders, Academic Practice Learning Leads and SMT.
- Operate the University student placements and student records systems in relation to relevant courses and ensure that appropriate University systems and paperwork are accurate and completed in a timely manner.
- To undertake data look up and entry activities to ensure all data for practice learning is accurately recorded and reported.
- Guided by the Practice Learning Administration Team Leader, develop and co-ordinate effective administrative processes to strengthen transparency and organisation and management of practice learning.

- To liaise with the external stakeholders, suppliers and practice partners on practice learning administration matters in order to maintain accurate data and positive working relationships.
- Maintain electronic records of practice partners with comprehensive placement information, support the tracking and monitoring practice capacity, the student journey and allocations to maximising practice capacity.
- To assist with the development and maintenance of a digital practice learning platform/shared repository to enable effective storage and sharing of practice related information to all key stakeholders.
- Provide support for the tracking and monitoring of quality assurances process within practice learning.
- To raise purchase orders, process receipts/invoices/payments to suppliers and practice partners and maintain accurate records.
- To support the preparation and completion of statutory returns required by external partners and commissioning bodies, in liaison with the Practice Learning Administration Team Leader.
- Support the organisation of meetings, seminars, conferences or other service related events.
- Actively support the School in addressing equality issues in accordance with the Public Sector Equality Duty relating to the student experience.
- Participate in the University's PDR process and take responsibility for identifying your own professional and career development needs.
- Contribute to the maintenance of a safe and healthy work environment within the School.
- To undertake any other reasonable duties as determined by the Practice Learning Administration Team Leader.

Special Conditions

The role holder will be required to travel between sites and client premises within the UK from time to time in a cost effective manner, which may be through the use of a car. There will also be a requirement for the post-holder to work flexibly to cover key events, such as Open Days, which will involve weekends and evenings.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University 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

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).