



LIVERPOOL  
HOPE  
UNIVERSITY  
1844

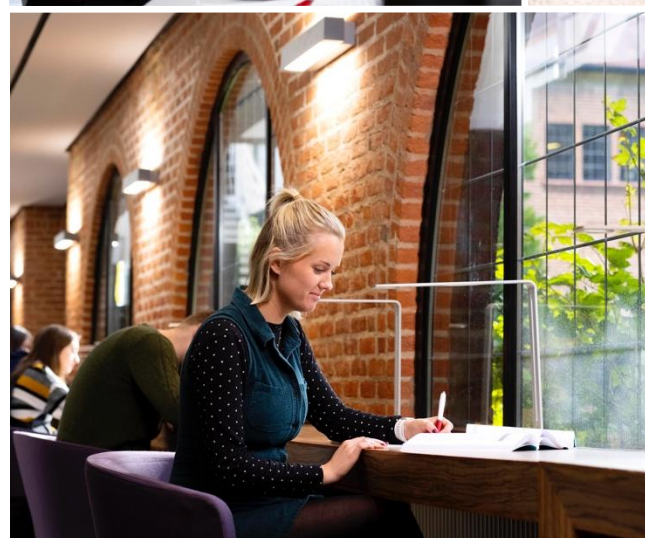
## Recruitment Pack

# Clinical Placement Coordinator/Administrator

Job Reference: 4AHSS1A

Closing date: Friday 20<sup>th</sup> June 2025 by 5.00 p.m.

[www.hope.ac.uk](http://www.hope.ac.uk)







**POST:** Clinical Placement Coordinator/Administrator

**STARTING DATE:** ASAP

**SALARY RANGE:** £28,381 - £31,637 (Grade 5) per annum

**TYPE OF CONTRACT:** Permanent

**WORK PATTERN:** 35 hours per week (Monday to Friday 09.00 a.m. to 5.00 p.m.)

**REPORTS TO:** Director of Physiotherapy Programmes/University Executive Manager

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## The Post

The School of Health and Sport Sciences at Liverpool Hope University is expanding its portfolio of programmes. Continued investment in facilities, equipment, and teaching and research staff has facilitated the development of new allied health/clinical programmes.

The school is planning to appoint an experienced *Placement Coordinator/Programme Administrator* to facilitate and support the new Physiotherapy programmes. The appointee will support all general administration aspects of the Physiotherapy/Rehabilitation programmes within the School of Health and Sport Sciences. The post holder will also be responsible for the administration, coordination and smooth running of all placement-related procedures in line with professional body requirements and established protocols to ensure an excellent student experience.

You will provide full support to the School and Faculty in delivering their strategies, particularly in relation to the Physiotherapy & Rehabilitation programmes. The appointee is expected to support academics and the Faculty Administration Team to meet the business needs of the school/faculty.

The role holder should have experience of working successfully within a team as well as being able to use their own initiative. The role holder will be required to work flexibly and have the ability to prioritise their own workload. Broad skills in relation to the administrative role and related responsibilities and previous placement coordination experience are highly desirable.

This post is permanent, subject to the normal probationary period of 12 months.

## Job description/key duties of the post

<b>Job Title</b>	Placement Coordinator/Programme Administrator - Physiotherapy Programmes (Grade 5)	<b>Code</b>	
<b>Subject/Service Area</b>	School of Health and Sport Sciences Faculty of Human and Digital Sciences		
<b>Reports to</b>	Director of Physiotherapy Programmes University Executive Manager ( <i>Faculty of Human and Digital Sciences</i> )		
<b>Accountable To</b>	Dean of the School of Health and Sport Sciences Executive Dean of the Faculty of Human and Digital Sciences		
<b>Purpose of Job</b>			
<b>Location:</b> School of Health and Sport Sciences / Faculty of Human and Digital Sciences Liverpool Hope University (Hope Park)			
<b>Responsible to:</b> Director of Physiotherapy Programmes University Executive Manager (Faculty of Human and Digital Sciences)			
<b>Responsible for:</b> A broad range of activities related to: 1) general administration of Physiotherapy programmes; 2) administration and coordination of student placements - School of Health and Sport Sciences			
<b>Job category:</b> Administration & Professional As a member of the Faculty of Digital and Human Sciences, the post holder will support general administration of the Physiotherapy programmes within the School of Health and Sport Sciences. The job holder will also be responsible for the administration, coordination and smooth running of all placement-related procedures in line with professional body requirements and established protocols to ensure an excellent student experience. The employee will provide full support to the School and Faculty in delivering their strategies, particularly in relation to the Physiotherapy & Rehabilitation programmes.  The appointee will work closely with the academics across the School of Health and Sport Sciences and faculty's administration team to deliver a broad range of administrative duties related to the new Physiotherapy programmes. Furthermore, the appointee, supported by the academics, will work with a diverse range of placement providers to coordinate and deliver all the administrative processes related to clinical and non-clinical placements. Specific training/familiarisations may be needed in relation to placement administration platforms, data organisation skills, and PSRB-related guidelines and regulations.			

The appointee is also expected to occasionally support the Faculty Administration Team to meet the business needs of the faculty.

### **Key Tasks / Responsibilities**

- Provide administrative support for the Physiotherapy/Rehabilitation programmes in close liaison with the academic team ensuring operational efficiency in compliance with PSRB requirements (e.g., Chartered Society for Physiotherapy and Health and Care Professions Council) and University's academic regulations
- Take a proactive role in developing and enhancing the administrative processes of the Physiotherapy programmes within the school in relation to course administration, support systems, ways of working, and codes of practice. Act promptly as the main point of contact and referral for course accreditation enquiries.
- Provide administrative support for internal and external quality assurance procedures including placements. Support the arrangement and delivery of quality review meetings including regular feedback and survey administration, analysis and reporting.
- Coordinate student placements primarily in relation to the Physiotherapy/Rehabilitation programmes and support and support the development of new placement pathways
- Develop skills in using appropriate placement administration software/platforms to efficiently coordinate student placements according to established protocols.
- Work closely with the academic team, students and external placement providers to ensure placements align with course and accreditation requirements, supporting students in gaining valuable experiences.
- Work with the academic to support student placement experience by strengthening working relationships with range of placement providers.
- Liaise regularly with external placement providers concerning administrative and operational aspects of placements. Act as the key contact for the administration of placements including placements allocation and related communications (receiving and processing enquiries).
- Act as the key-point of contact for queries around administration of physiotherapy courses and related placements
- Coordinate a schedule of annual training days and induction for academic staff, students and the external teaching network and support the preparation and delivery of these activities.
- Ensure student records, programmes databases and student data systems are accurate and up to date in line with university policy and GDPR regulations. This includes the provision of reports and analysis from appropriate systems ((SITS, CIPHR, UNIT4 and others as appropriate) to ensure high quality processes related to administrative- placement-related activities.
- Support relevant planning meetings, taking and circulating minutes, preparing agendas and supporting documents and proactively following up on action points.
- Work flexibly across the team to provide support where needed, particularly during busy periods and undertaking a range of administrative duties to promote a positive student experience within the School in support of the overall strategy.
- Liaise with External Examiners as requested and ensure Award & Progression Boards operate according to university processes.

- Collate student attendance data and information and assist with the monitoring of student attendance/engagement.

**Work in collaboration with the faculty administrative team when advised, to:**

- Administer School/Faculty finances including processing sales and purchase orders, checking goods received and processing invoices for payment, ensuring compliance with university financial regulations and purchasing procedures.
- Receive and process enquiries in a timely and efficient manner to contribute to the student experience, and to provide a customer-facing professional service in delivering activities relating to undergraduate and postgraduate taught students and staff.
- Undertake general administration such as printing, photocopying and producing/circulating documents, generating and booking appointments and maintaining online calendars.
- Arrange, service and support committee/school/student voice meetings including room bookings, co-ordinating diaries, distribute papers, minute taking and following up on any action items.
- Book travel and accommodation for staff and students in line with university regulations and procedures.
- Assist in the organisation of conferences/academic/research events, delivering them within timescale and budget including venue booking, event set up and ordering of hospitality.
- Mentor less experienced colleagues in the team.

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## Person Specification

### Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

<b>Educational Requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of Assessment (A/I/P)</b>
<ul style="list-style-type: none"><li>Educated to GCSE in English &amp; Maths (Grade C/4 or above) or equivalent and/or relevant experience</li></ul>	E	A
<ul style="list-style-type: none"><li>Educated to A Level or equivalent</li></ul>	E	A
<ul style="list-style-type: none"><li>CLAIT/ECDL or equivalent IT qualification</li></ul>	D	A
<b>Experience</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"><li>Experience of working in HE administration including knowledge of timetabling in an education context and of taught processes and procedures</li></ul>	E	A/I
<ul style="list-style-type: none"><li>Experience of using spreadsheets and databases on a regular basis</li></ul>	E	A
<ul style="list-style-type: none"><li>Experience of using and managing data in line with GDPR and handling confidential matters with discretion</li></ul>	E	I
<ul style="list-style-type: none"><li>Experience of using a range of web-based communication channels to facilitate excellent customer service</li></ul>	E	A/I



<ul style="list-style-type: none"> <li>Experience of taking minutes and coordinating /supporting formal meetings</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Proficient in processing statistical information, analysing data and producing reports</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of and ability to manage own workload, prioritising tasks as appropriate to meet changing demands and deadlines</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of delivering excellent customer service through advice and guidance to diverse stakeholders, including supporting customers remotely and face to face</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Experience of working flexibly, responding positively to changing priorities</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Experience of Placement Coordination process (administrative tasks, relationship building, event organisation, database management, and student support)</li> </ul>	D	A/I
<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>IT skills, particularly Microsoft Office packages and virtual Learning Environment</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills including the ability to communicate clearly</li> </ul>	E	A/I
and accurately with a wide range of people (internal and external)		

<ul style="list-style-type: none"> <li>Excellent interpersonal skills including a helpful and responsive manner with the ability to remain calm under pressure</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Strong customer service skills with the ability to engage professionally, confidently, and effectively with both customers and colleagues in a friendly and approachable manner.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to work under pressure</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to work independently and in cooperation with others to meet deadlines</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Knowledge of student data systems (e.g. SITS or equivalent)</li> </ul>	D	A/I
<b>Any other requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>Firm commitment to achieving the University's mission and values, with a passion for a transformative student experience and multidisciplinary, impactful research</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Commitment to deliver and promote equality, diversity and inclusivity</li> </ul>	E	I

### Name of contact for queries

Omid Khaiyat  
 Dear of the School of Health and Sport Sciences  
[alizado@hope.ac.uk](mailto:alizado@hope.ac.uk)

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## Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £28,381 to £31,637 (grade 5) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

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## Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

### Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;

- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

### **Liverpool Hope's Values**

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

### **Equality and Diversity**

Consistent with its Mission, Liverpool Hope strives to be a university where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

### **Health and Safety**

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

### **Sustainability**

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

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## **Benefits of working at Liverpool Hope University**

Liverpool Hope offers its employees a full range of benefits:

### **Pay and Pensions**

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions



## **Home and Family**

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

## **Training and Development**

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

## **Health and Well-Being**

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

## **Library services**

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

## **Car Parking**

All users of university car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

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## How to apply

You can download the application form by the links below, or request a hard copy by emailing [jobs@hope.ac.uk](mailto:jobs@hope.ac.uk). You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

[How to apply](#)

## Useful Links

[Life at Hope](#)

[People Services](#)

[Job Opportunities](#)

[New International Staff](#)





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