

Job Description –

Job Title	Placement Coordinator/Programme Administrator - Physiotherapy Programmes (Grade 5)	Code	
Subject/Service Area	School of Health and Sport Sciences Faculty of Human and Digital Sciences		
Reports to	Director of Physiotherapy Programmes University Executive Manager (<i>Faculty of Human and Digital Sciences</i>)		
Accountable To	Dean of the School of Health and Sport Sciences Executive Dean of the Faculty of Human and Digital Sciences		
Purpose of Job			
Grade 5 - Full time			
Salary: TBC			
Location: School of Health and Sport Sciences / Faculty of Human and Digital Sciences Liverpool Hope University (Hope Park)			
Responsible to: Director of Physiotherapy Programmes University Executive Manager (Faculty of Human and Digital Sciences)			
Responsible for: 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			
Job category: 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.

Materials, resources & equipment to be used
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Standard office equipment (e.g., computer, phone, etc).

Regular contacts (internal / external)

Director of Physiotherapy Programmes University Executive Manager (<i>Faculty of Human and Digital Sciences</i>) Dean of the School of Health and Sport Sciences Academic staff Students Other Administrators University professional services support teams External professional accreditation bodies and external agencies External placement providers/partners External examiners

Staff Reporting to Post holder

None

This Job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.