# Job Description Placement Coordinator

**Role Profile**  Specialist H

**Service/Team** Workforce Development Talent and Business Partnering

**Reports to** Workforce Development Team Leader

**Responsible for**

**Number of posts** 1 FTE 37 hours

**Post number** TBC

**Career Grade** H (24-27) (£34,314 – £37,035)

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole** by securing and evaluating professional practice placements that are safe, appropriate and meet academic standards as set by the Department of Health and Social Care and the Department of Education.

## Key Responsibilities

## Support the Professional Development Officers

* Attending meetings representing BCP social care at educational establishments and with partnership agencies

## Support the administration of all placements to ensure learners have a variety of placement experiences that meet the relevant standards e.g. Social Work England

## Develop and maintain records on relevant information systems

* Ensure all equipment and practical needs are in place before the start of placement e.g. laptops/IT access
* Be a central, key person of contact and keep all stakeholders and colleagues informed and updated, escalating any issues to the relevant professionals

## Assist with the planning of all placements, including attending meetings and liaising with placement providers

## Collate and analyse information regarding placements to monitor targets, identify areas for improvement, and enhance the placement function for learners, colleagues, academic staff, and external providers

## Communicate by email, phone, and in person with a variety of stakeholders, including learners, colleagues, academic staff, and external partners

## Take responsibility for own performance and development, through agreeing clear performance objectives with your line manager, engaging in training opportunities, and continually assessing your own performance

## Ensure all work is carried out in a professional and timely manner, with appropriate confidentiality and sensitivity, adhering to data protection regulations

* Quality assurance of feedback from learners and stakeholders
* Using data insights and visualisations to generate reports and infographics
* Complete relevant administrative task for workshops as required
* Find and match suitable shadowing opportunities for Social Work students and Step Up students and others as required
* Maintain, distribute and ensure receipt of university / education establishment placement handbooks and course materials

**Qualifications and Experience:**

* Possess a relevant degree or equivalent experience.
* Demonstrate proficiency in ICT, including Excel, Word, Outlook, and other relevant programmes.
* Exhibit a thorough understanding of work practices, processes, and procedures, relevant to social care and / or education routes to qualification.
* Maintain a flexible approach to work, recognising and adapting to different customer needs.
* Analyse data and interpret customer information, highlighting relevant trends or issues to managers to support informed decision-making.
* Coordinate processes and systems related to workflow management, including setting up systems for efficient administration

## Personal Qualities & Attributes

* High level of resilience
* Attention to detail
* Calm under pressure
* Ability to build positive relationships and de-escalate where necessary
* Confident to work autonomously and with a solution focussed approach
* Motivated to manage and develop own workload
* Excellent communication skills
* Proficient in the use of IT, Excel and Microsoft e.g. MS Teams

## Job Requirements

* Subject to DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.