

Job Title:	Students Co-ordinator
Reports to (job title):	Finance and Performance Lead
Line Manager to:	N/A

## Job purpose

This exciting role in the Learning Enterprise will support the Professional Development Team in their support and development of health care students to support the organisation future pipeline of qualified colleagues and ensure we have the workforce needed to meet future service delivery requirements.

## Base

Office Base: Regional Office, hybrid working with national and regional travel as required.

## Key responsibilities

- Work with the Professional Development Team to support the planning and coordination of all student placements within HCRG Care Group
- Co-ordinate the onboarding of students
- Co-ordinate student induction planning and arrangements
- Ensure necessary paperwork is in place for all students as required by NHSE, HEI's, the NMC and HCPC
- Co-ordinate the arrangement and recording of student related training initiatives including skills development workshops and PS/PA training
- Maintain the student area of the LMS including developments and updates
- Escalate issues to the Professional Development Team
- Work with the Professional Development Team to ensure up to date placement records and data are in place at all times
- Complete the student data collection tool submissions
- Work with the Finance and Performance Lead and Finance Business partner to track and monitor NHSE funding
- Co-ordinate the completion of learner and student surveys such as the National Education Training Survey NETS
- Collating relevant student data, producing analysis and developing reports

- Work collaboratively with members of the Professional Development Team to implement and maintain the Safer Learning Environment Charter (SLEC)
- Respond to student related enquiries, providing excellent customer service at all times
- Respond to issues with a solution focused approach, escalating issue where necessary
- Creating minutes of meetings, developing agendas, action trackers and other paperwork and distributing to relevant stakeholders
- Arrangement of meetings
- Work with the Professional Development Team and HEIs to respond to placement requests/manage cancellations/changes.
- Ensure that placement audits are up to date
- Attend meetings with stakeholders as required
- Support the Professional Development Team to produce placement activity reports
- Provide internal and external student placement data as requested
- Monitor and record of placement profile information
- Monitor and track of Practice Placement Agreements
- Support Professional Development Team operational processes
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## Person Specification

### Essential

- Minimum of 4 GCSE's or equivalent
- Level 3 Business Administration Apprenticeship or diploma in Business admin or equivalent (or willingness to work towards)
- Advanced IT skills and aptitude using IT software
- Advanced computer skills including Microsoft Office and Excel
- Significant experience using Microsoft Excel for financial and data reporting and analysis
- Excellent data input and analysis skills and report writing
- Excellent communication skills both verbal and written
- Excellent attention to details and problem-solving skills
- Ability to manage own workload, possessing excellent planning, prioritisation, organisational and time management skills
- Highly motivated with a passion for education and learning
- Ability to work on own initiative but also as part of a team

# Job Description

- Ability to work under pressure, delivering with tight deadlines
- Experience of working in an office environment and operating administrative process to a high quality
- Experience of working with IT systems, preferably learning management systems, HR systems and websites

## Desirable

- Experience of working in a Healthcare or education setting in a similar role
- Project management qualification
- Significant experience of working with IT systems