



1 Advertisement

Post Title: Senior Education Coordinator (Placements & Partnerships)
School/department: Social Science/Education & Social Work
Hours: Full-time hours considered up to a maximum of 1.0 FTE. Requests for [flexible working](#) options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 20656
Salary: starting at £28,131 to £32,411 per annum, pro-rata if part-time.
Placed on: 26 June 2023.
Closing date: 19 July 2023. Applications must be received by midnight of the closing date.
Expected interview date: To be confirmed.
Expected start date: As soon as possible.

The Social Science Group of Schools is seeking to appoint a full-time Senior Education Coordinator to work as part of a shared-service team supporting the development of placement and partnership activity in the School of Education and Social Work.

This is an exciting role to provide dedicated support for sourcing and developing student placements and developing partnership relations. The successful candidate will require excellent organizational and will be able to demonstrate that they can work well as part of a team.

The post-holder will support key processes in the remit of school Education activity supporting the work of Heads of Department, Course Leads and professional services staff.

Duties will include, but are not limited to:

- Work directly with partners and tutors to a) broker appropriate placements to support a range of ESW courses, b) plan and develop robust and effective systems to support the identification, development and quality assurance of placements
- Maintain clear and effective communication with School placement providers; including the administration of partnership monitoring and evaluation procedures
- To line manage the placement coordinator and co-ordinate the provision of clerical and administrative support, ensuring that the processes and services for which they are responsible operate smoothly; including payments to placement partners and partnership agreements. Look at ways to improve systems to streamline processes
- Ensure timely and accurate records management and compliance with University regulations and quality standards, maintaining and updating appropriate records of student placements
- Assist with the appropriate production, distribution and collation of partnership and student placement related documentation

- Provide support to the placement coordinator with placement allocation and payments, especially during busy times of the year, or when required.

Support the organisation of partnership events Initiative, flexibility and the ability to communicate effectively, both orally and in writing, are essential. A good working knowledge of Microsoft packages is also important. Experience of working in the HE academic administration would be an advantage especially experience in the education subject discipline.

Please contact Greg Harris, g.harris@sussex.ac.uk for informal enquiries.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school at:
<http://www.sussex.ac.uk/schoolsandservices/schools/>

3. Job Description

Job Description for the post of: **Senior Education Coordinator (Placements & Partnerships)**

School: Education and Social Work.

Location: Essex House Grade: 5

Responsible to: School Administrator/Assistant Education Manager.

Role description:

To have general responsibility for the co-ordination of support across a number of areas/functions supporting Education and Social Work placements and acting as a point of contact and link between students, staff members, internal departments, and placement providers. To co-ordinate the provision of clerical and administrative support, ensuring that the processes and services for which they are responsible operate smoothly.

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful delivery of the services or processes of the division/school through the effective co-ordination of activities, events and meetings
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for placement providers in the effective and efficient delivery of services.
4. Provide support for quality assurance including reporting on usage and uptake information.

KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of activities, events and meetings respond to enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice, including, but not limited to;
 - Helping to ensure that timelines and resources are identified, realistic and achievable
 - Proactively raising issues arising in advance for discussion and resolution
 - Co-ordinating the delivery of activities according to the schedule and in liaison with managers responsible for delivery
 - To act as an ambassador for the service, with a focus on customer service and delivery

- Contribute ideas and suggestions for improvements to work practices and methods.
2. Communicating effectively with all providers and stakeholders
- Publicising activities, events and meetings to all relevant staff, students or external parties in an effective way
 - Contributing to the editing of local guidelines ensuring that content relating to own areas of responsibility is clear and understandable to readers, up to date and accessible
 - Maintaining website pages (and other sources of information) to accurately reflect current activity in an engaging way
 - Liaise with new accredited provider of Qualified Teacher Status (for next two years), who will have a key role within strategic leadership.
3. Providing support, information and guidance to staff and students and provider
- To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations where necessary and knowing when to escalate queries
 - Providing guidance on relevant procedures and processes
 - Ensuring staff and students are aware of procedures and processes
 - Provide support to the placement coordinator with placement allocation and payments, especially during busy times of the year, or when required.
4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings (Including SCTER), sharing information and contributing to the development of processes
5. Creating and maintaining accurate information on activity that has taken place
- Creating comprehensive records and files for future reference, both in standard form and for bespoke requests
 - Providing usage and uptake reports as requested
 - Presenting data on attendance and usage to enable analysis and interpretation

Dimensions

- This role does not have any budget responsibility.
- The post holder reports to the Assistant Education Manager and works closely with ESW partnership leads, who will give you clearly agreed responsibilities in specific areas in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder will be expected to work collaboratively with a) ESW partnership leads in ITE, b) with tutors and leads from a range of different courses within Education and Social Work, c) across the University, and d) with key stakeholders and partners outside of the University, to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills – Confidence using MS Suite and spreadsheet systems.
6. Ability to work in a multi-disciplinary and multi-cultural environment.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Two years' experience in an education related role in a university or similar environment.
2. Evidence of effective liaison with external providers and/or stakeholders with effective partnership building.

DESIRABLE CRITERIA

1. Experience of partnership management: including contract arrangements, quality assurance, risk management, ethical review and/or compliance.
2. Good working knowledge of student placement activity
3. Experience with line management
4. Background in or knowledge of: Education or Social Work or a related discipline
5. Experience in organising academic/research events
6. Experience of giving presentations