



1. Advertisement

Post Title: Course Coordinator (Placements & Partnerships)
School/department: Social Science/Education & Social Work
Hours: Full-time 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: 20815
Salary: starting at £24,144 to £27,396 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 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 role is to provide administrative support with student placements for a range of Education and Social Work courses, including the BA in Primary and Early Years Education and the PGCE Teacher Training courses.

The successful candidate will be a key member of a friendly team which is committed to delivering excellent training in education and social work courses. They will have administrative experience within a busy and changing environment, excellent IT and organisational skills, attention to detail and be able to communicate effectively with a range of people including academic staff and local school partners. Experience of working in higher education admissions would be advantageous.

Duties will include, but are not limited to:

- Work directly with Education and Social Work partners, tutors and the Senior Education Office for Partnership and Placements to ensure the appropriate and timely placement of students across a range of different courses.
- Maintain clear and effective communication with School 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.
- 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.

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 Title:	Course Coordinator (Placements and Partnerships)
Grade:	G4
School/Division:	Social Science/School of Education and Social Work
Location:	Essex House
Responsible to:	Senior Education Coordinator (Placements & Partnerships)
Direct reports:	n/a

Role description:

To coordinate support with student placements for a range of growing courses within the school; working with school partners across the Southeast; providing administrative support to members of staff.

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 placement activities, training, 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 service users in the effective and efficient delivery of services.
4. Provide support for quality assurance and staff and/or student feedback activities 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, payments, training and meetings including, but not limited to;
 - Co-ordinating the delivery of placement 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.

- Seeking, securing and confirming placements from schools and other placement settings and providers.
 - Raise, process and keep track of purchase orders, invoices, travel and supply cover claims and other payments, especially relating to school partners and students travel reimbursements.
2. Communicating effectively with stakeholders, including course leads, schools and other placement settings.
 - Publicising activities, events, training and meetings to all relevant staff, students or external partners 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.
 - Building and maintaining reliable and professional relationships with these schools, settings and providers.
 3. Providing support, information and guidance to staff, students and local partners.
 - 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.
 4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of processes
 - Work closely with the Senior Education Office for Partnership and Placements.
 5. Creating and maintaining accurate information on activity that has taken place
 - Creating comprehensive records and files for future reference
 - Providing usage and uptake reports as requested
 - Maintain and develop systems to keep extensive records on school partners and placement availability / arrangements.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- 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 duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education.
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. Commitment to providing high levels of service to students, staff and local partners.
6. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of developing and maintaining administrative and clerical systems.
2. Experience with software features that allow efficient handling of large data sets, e.g., the use of Excel formula.
3. Evidence of effective liaison with external providers and/or stakeholders to maintain partnership relationships.
4. Experience of supporting and servicing meetings.

DESIRABLE CRITERIA

1. Two years' experience in a similar role with administrative support and/or working with student placements.
2. Two years' experience working in a university or similar environment.