

SINGLE CORPORATE SERVICES

Learning and Development

Job title:	Learning, Education and Development Administrator	To be completed by HR <i>Job Reference</i> <i>Number</i>
Reporting to:	Senior Placements Officer	
Pay Band:	Band 4	
Accountable to	Senior Placements Officer	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

Job Purpose

The purpose of this role is to provide comprehensive administrative support and effective course management within the Learning, Education, and Development Department. This ensures the seamless delivery of statutory and mandatory training, onboarding, and induction processes for undergraduate medical students from University of Portsmouth and University of Southampton.

Job Summary

1. To provide administrative support for the undergraduate programmes. This involves organising regular undergraduate inductions, including booking suitable training rooms and ensuring that the rooms are set up as appropriate.
2. To produce all undergraduate timetables for all stages and all rotations of medical students ensuring efficient and effective running of the undergraduate Medical Education Programme.
3. To co-ordinate specific teaching sessions and tutorials within specialities according to requirements of that attachment in order to ensure high quality teaching is available at all times.
4. Responsible for managing the relocation expenses approval process for doctors in training, adhering to stringent guidelines set out by Health Education England (HEE).
5. To co-ordinate the induction programme for medical students at the start of each attachment and when necessary, deliver the programme on behalf of the medical school faculties.

6. To provide a first point of contact for medical students in difficulty providing a sympathetic ear.
7. To liaise with the medical school faculties on all student matters, to ensure that appropriate help is available for students undertaking their elective placements.
8. Represent PHU at medical school meetings as and when required.
9. Administer papers related to regular assessments.
10. Ensure that good records are maintained on how the budgets have been utilised facilitating easy monitoring and ensure quality assurance systems are maintained.
11. Liaise with Residences Manager with regard to student accommodation.
12. Liaise with Health and Safety Department to ensure that Health and Safety standards are complied with e.g. Student accommodation fire regulations.
13. Responsible for ordering new furnishings and equipment for the student accommodation.
14. Process requests from elective students from elsewhere in UK and abroad and where necessary co-ordinate the attachment.
15. Co-ordinate the distribution and collection of end of attachment medical student assessments, ensuring forms are returned in a timely manner to ensure valid assessments for the students and accurate information for the Medical School Faculties.
16. Provide secretarial and administrative support to Undergraduate faculties for all undergraduate areas, ensuring that they are kept informed of developments at all times.
17. Co-ordinate the distribution and return of ID badges and parking permits for all undergraduate medical students on placement.
18. Work as part of the wider medical education team undertaking other duties and work required to support students and trainees.

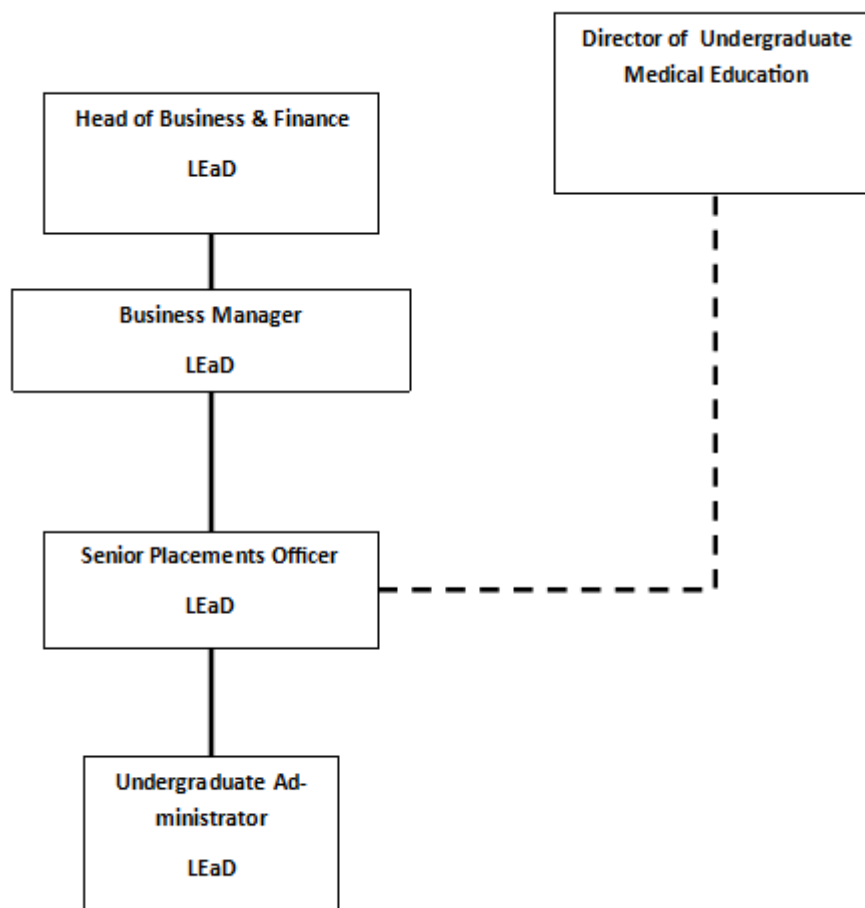
Other Responsibilities

Job holders are expected to:

19. Assist with the administration of Training Programmes and Courses held on ESR as and when required.

20. General office duties including answering phone, taking messages, receiving and welcoming visitors to the Department.
21. Arrange meetings as and when required including booking venues.
22. In the absence of members of the Postgraduate Team provide appropriate cover to ensure the quality of service is provided to all Centre users.
23. In the absence of the Education Centre receptionist provide cover to allow for the smooth running of the department.
24. Adhere to all Trust policies and procedures, upholding confidentiality of all information in accordance with the requirements of the Data Protection Act.

Organisational Chart



Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	<ul style="list-style-type: none"> Level 3 Business and Administration or equivalent. Demonstrable immediate Microsoft office skills. GCSE English and Maths (or equivalent). 	Information Technology qualification or	
Experience	<ul style="list-style-type: none"> In-Depth knowledge of Microsoft Office including Word, Excel, and PowerPoint. Excellent keyboard skills. Ability to manage and co-ordinate diaries for senior management. Comprehensive experience in the use 	<ul style="list-style-type: none"> Customer Care Qualification or Customer Service experience 	

	<ul style="list-style-type: none"> of databases Ability to gather data, compile information and prepare reports. 		
Skills and Knowledge	<ul style="list-style-type: none"> Working knowledge of clerical and financial procedures. Ability to work with a variety of databases and produce reports as required. Strong interpersonal skills. Strong administration skills. Effective communicator both orally and on paper. Skill in working with cross-functional teams. Responsive and flexible attitude and approach. 		

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with regard to:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all times; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.