

# Human Resources

## Job Description

### Position details:

<b>Job Title:</b>	Professional Practice and Work Placement Officer
<b>Department:</b>	Health and Public Services
<b>Pay Scale:</b>	18 - 31
<b>Salary:</b>	£12,125.56 – £17,820
<b>Status:</b>	Permanent
<b>Working Hours:</b>	22 hours per week (0.5945 fraction)

### Overview of Job:

To work alongside Curriculum Teams in the delivery and monitoring of student progress within college and workplace settings.

### Key Responsibilities and Accountabilities:

- Assist students in securing work placement opportunities.
- To contribute to course induction activities.
- To maintain and develop working relationships with a variety of placement providers.
- Maintain records of student attendance in the workplace.
- Track and monitor student progress against qualification specifications for workplace competency.
- Complete assessment records of student performance in line with awarding body requirements.
- To complete central tracking records with student progress and risk information.
- To liaise with placement providers to provide appropriate support to placement staff in order to ensure students meet course requirements.
- To contribute to course evaluation to improve and maintain quality.
- Complete risk assessments of placement providers to safeguard students in line with Health and Safety/Safeguarding Policies.
- To monitor the completion and receipt of DBS Disclosure information in line with safeguarding and data protection legislation.
- To participate in marketing and recruitment activity.
- To facilitate feedback from placement providers.

## Mandatory Requirements:

- **Commitment to Safeguarding** - Safeguard the wellbeing of students, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD)** – To be committed to their own continuous professional development.
- **Code of Conduct** – To adhere to the code of conduct.

Attribute	Criteria	Essential / Desirable
Core Competences	Ability to work in a self-directed environment.	Essential
	Commitment to achieving excellence through continuous curriculum and personal development.	Essential
	Ability to work flexibly in a changing and challenging environment.	Essential
	Ability to work to tight deadlines.	Essential
	Reliability, flexibility and patience.	Essential
	Commitment to equal opportunities issues in the learning environment.	Essential
Experience	Recent Vocational experience within HSC.	Essential
Skills and Abilities	Good skills in communication (verbal and written).	Essential
	Competent in use of I.T.	Essential
	Must be able to recognise and respond appropriately to discrimination and be able to demonstrate an awareness of equal opportunities.	Essential
	Be able to contribute positively and be an active member of the team.	Essential
	The ability to support key skills alongside the main programme.	Essential
Qualifications	Relevant Vocational Qualification at Level 3.	Essential
	D32/33, A1, TAQA Qualification (or willingness to work towards).	Essential