

# Professional Practice and Portfolio Coordinator



**Reference: R250121**

**Grade: 6**

**Salary: £27,319 to £29,588, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full-time**

# Job description

## Job Purpose:

You will provide administrative support for the University's clinical placement and professional practice activities. These operations are critical to the delivery University's 2030 strategy. You will work closely with a range of colleagues to ensure an effective, efficient and customer-focused support service to students, academic staff, clinical placement providers and other external stakeholders.

You will proactively support the continual development, improvement and implementation of associated operating procedures and systems reflecting University and programme specific requirements plus appropriate standards and expectations of professional, statutory and regulatory bodies (PSRSBs), NHS(E) and other relevant external organisations.

The role holder will collaborate with other colleagues across the College, in Academic Registry and other central services to ensure a high-quality seamless student journey and support the efficient operational management of the College and University.

**Responsible to:** Professional Practice Officer

## Main Duties/Responsibilities

### Portfolio support

- ▶ Liaise with academic staff regarding professional portfolio reporting and student progress, supporting practical procedures, mid and end placement reviews and patient case studies.
- ▶ Act as the primary point of contact for student and staff queries related to professional portfolios, setting up submission links and communicating deadlines.
- ▶ Maintain and update portfolio workbooks and liaise with portfolio providers to ensure smooth operations.
- ▶ Coordinate communications to students regarding non-engagement with portfolio activities and clinical placements.
- ▶ Provide reports to the Board of Examiners on student progress, for decision making.

### Student Engagement Monitoring

- ▶ Maintain accurate absence records based on data received from Local Education Providers (LEPs).
- ▶ Issue communications to students whose placement engagement becomes a cause for concern.
- ▶ Refer non-engaging students to the Support and Concerns Group or UKVI (for international students), ensuring timely and appropriate escalation.
- ▶ Support with GMC SFTP returns by maintaining detailed records of concerns referrals and issued informal/formal warnings.

### Support and Concerns Panels

- ▶ Act as secretary to the Concerns Panel and Support Panel as required, ensuring accurate documentation and follow-up actions.
- ▶ Issue informal and formal warnings to students in line with professionalism and concerns procedures.
- ▶ Maintain confidential and accurate records of all communications and interventions related to student professionalism.

### Electives and Placement Administration

- ▶ Provide administrative support for student electives, including pre-placement preparations and compliance checks.

- ▶ Assist with occupational health referrals, tracking appointments, clearances, and related payments.
- ▶ Support the processing of student practical procedures submissions.

### **General Duties**

- ▶ Coordinate and disseminate relevant information to students, staff, and external stakeholders.
- ▶ Collaborate with colleagues across the University to ensure a seamless student journey.
- ▶ Assist with induction activities, reviews, and other events related to clinical placements and professional practice.
- ▶ Undertake any other duties commensurate with the role.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

|                                     | Essential   | Method of assessment           |
|-------------------------------------|---|--------------------------------|
| <b>Education and qualifications</b> | Minimum A Level standard or equivalent directly relevant experience.  | Application form and interview |
| <b>Experience</b>                   | <p>Work experience in an administrative role in a large professional organisation dealing with a wide range of staff and customers.</p> <p>Experience or understanding of clinical placement and professional practice operational activities and requirements</p> <p>Significant student or course administration experience.</p> <p>Experience of contributing to the development and implementation of administrative systems and procedures.</p> <p>Proven experience of using IT or corporate database systems including managing, interpreting and monitoring data.</p> | Application form and interview |
| <b>Aptitude and skills</b>          | <p>Excellent IT skills including use of Microsoft Office packages in particular Excel and the ability to manage, analyse and interpret complex data.</p> <p>Competent in the use of SITS or other student records systems or a demonstrable ability to master these and other relevant core University systems quickly.</p> <p>Problem solving skills – confident in finding solutions without continual reference to others.</p> <p>Proven organisational, time management and prioritisation skills – and the ability to multitask.</p>                                     | Application form and interview |

|  | <b>Essential</b>   | <b>Method of assessment</b> |
|--|--|-----------------------------|
|  | <p>Excellent oral and written communication skills.</p> <p>Excellent interpersonal skills.</p> <p>Ability to maintain a high level of accuracy and concentration.</p> <p>Proactive, positive and enthusiastic approach.</p> <p>Initiative and drive. Able to develop new ideas and improvements.</p> <p>Flexible and adaptable approach.</p> <p>Ability to work effectively on their own or with others under minimum supervision.</p> <p>Strong team player. Happy to support other colleagues and actively contribute to the overall effectiveness and responsiveness of the team.</p> <p>Strong customer services focus, with the ability to deal with a wide range of people including senior academic staff, students and various external contacts.</p> <p>Professional approach including a proven ability to manage sensitive or confidential information.</p> <p>Ability to work well under pressure and multitask effectively.</p> <p>Confident but calm – a welcoming and friendly approach to staff, students, external contacts and colleagues.</p> |                             |

|                                     | <b>Desirable</b>            | <b>Method of assessment</b> |
|-------------------------------------|-----------------------------|-----------------------------|
| <b>Education and qualifications</b> | Degree Level or equivalent. | Application form            |

|                   | <b>Desirable</b>   | <b>Method of assessment</b>    |
|-------------------|--|--------------------------------|
| <b>Experience</b> | Significant experience of clinical, health and medical student or course administration. | Application form and interview |

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



### Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



### Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



### Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



### Inclusion

We treat everyone in our community equally and how they would like to be treated.



### Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Tim Batty

Job Title: Professional Practice Officer

Email: [t.batty@aston.ac.uk](mailto:t.batty@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **Equal Opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

## **Data Protection**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University  
Birmingham  
B4 7ET, UK.  
+44 (0)121 204 3000

[www.aston.ac.uk](http://www.aston.ac.uk)