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| Last updated: | 08-2024 |

**JOB DESCRIPTION**

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| Post title: | Administrator - Clinical Placements  |
| School: | Faculty Central (MED) |
| Faculty: | Medicine |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 2b |
| Posts responsible to: | Senior Administrator  |
| Posts responsible for: |  N/A |
| Post base: | Office-based |

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| Job purpose |
| To provide comprehensive, effective and efficient administrative support to the Faculty of Medicine and its external customers. As part of the clinical placement team, in conjunction with the Batchelor of Medicine (BM) Specialty Module Leads and Deputy Leads, organise the clinical placements for undergraduate medical students to ensure that the courses and the assessments within it are run efficiently and smoothly for the benefit of the students. |
| Key accountabilities/primary responsibilities | % Time |
|  | * To deliver a high quality and efficient administrative service which meets the requirements of the Faculty’s undergraduate clinical placements programme
* To provide operational assistance and administrative support to the Specialty Module Leads and Deputy Module Leads of the BM programmes. To include:

organising courses for medical students and ensure courses and the assessments within them run efficiently and smoothly. * To liaise with the senior managers in the Faculty, the relevant University Professional Services, and external stakeholders to deliver a high quality and efficient service to enable the provision of the BM modules.
* To work collaboratively and supportively with fellow colleagues within the Clinical Placement Team.
* To be responsible for the conduct of administration and maintenance of support service standards.
* To analyse, manipulate and interpret complex information in order to compile detailed summary reports.
* To contribute to the development of administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.
* To provide informal coaching/training to colleagues in relation to administrative tasks.
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 | To provide effective and efficient administrative support to senior colleague(s) within the Faculty  | 10 |
|  | To process invoices and orders, making effective use of Business World (Agresso) financial administrative system as required.  |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |

| Internal and external relationships |
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| * Faculty of Medicine and NHS staff at University Hospital Southampton Foundation Trust and the Wessex Region.
* External organisations and stakeholders Members of the Faculty Operating Service/Professional Services Groups/University staff.
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| Special Requirements |
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| * Support and promote the University’s ‘Southampton Behaviours’ and student experience initiatives, and work with colleagues to embed them as a way of working within the Faculty.
* Occasional flexible hours of work for associated tasks in the provision of the BM module and placement timetable and cover during staff shortages.
* Planned annual leave around module activities.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.Previous work experience within an administrative or secretarial support role.Able to demonstrate a good level of knowledge of work systems, equipment processes and standard IT packages.A high level of knowledge and understanding of excel spreadsheets and data bases.Able to demonstrate an understanding of the role and its context.Able to produce clear, accurate and concise written documentation, with precise attention to detail.Experience of analysing data and presenting summary information clearly. | RSA II word-processing, or equivalent level of skill or qualification.Previous experience of working within a University or hospital setting.Knowledge of medical terminology. |  |
| Planning and organising | Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.Able to work well with minimum supervision. |  |  |
| Problem solving and initiative | Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures. |  |  |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.Able to ensure any staff managed or supervised are focused on allocated tasks and aware of service standards.Able to effectively allocate work and check the work of others ensuring required service standards and deadlines are met.Able to adapt well to change and service improvements. |  |  |
| Communicating and influencing | Able to seek and clarify detail.Experience of providing advice on administrative procedures to colleagues and external customers.Able to demonstrate own duties to other colleagues as required. |  |  |
| Other skills and behaviours | Be responsible for own personal development and compliance with statutory learning requirements. |  |  |
| Special requirements | Able to work flexible hours as required by the work activities and timelines and as directed. There may be a requirement to work out of hours on occasions. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |