



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Undergraduate Partnerships and Placements Officer  
Faculty of Medicine and Health**



**Salary: Grade 7 (£33,797 – £40,322 per annum)**

**Reference: MHIME1117**

**Closing date: 31 March 2020**

**Fixed-term for 2 years. Secondments will be considered.**

***We are happy to consider job share applications and are committed to flexible working for all our employees.***



## Undergraduate Partnerships and Placements Officer School of Medicine, Leeds Institute of Medical Education

This is a key role within the School of Medicine to support the School's relationship with its partners and placement providers for the undergraduate MBChB programme. You will co-ordinate the collection of placement information to inform the School's Clinical Placement Plan and work with placement providers strengthening an already positive relationship to ensure the delivery of a high quality educational experience. You will co-ordinate a number of activities to support student learning on placement. The impact of your role is significant for our placement partners and your experience of working across complex organisations with different agendas influencing and delivering change will support you in this complex and demanding role.

In support of the School's **Clinical Placement Plan** you will manage the data collection system working with internal and external colleagues. This includes:

- collecting student placement data to produce the Clinical Placement Plan which is communicated with providers.

In support of the Undergraduate Partnerships and Placements Manager, you will work with placement providers and academic teams to negotiate numbers of forecasted placements for planning purposes. This includes:

- producing reports from the Clinical Placement Plan manipulating the data to focus on specific aspects of the Plan;
- creating a new process to manage placement allocation data both internally and with placement providers;
- managing the process to identify and allocate the School's education support funding;
- coordinating the collection of student placement information to manage the complex payment system between the external funders and placement providers;
- working with colleagues in developing the School's new Placement Allocation System.

In support of the School's **placement providers** you will work proactively at a senior level to ensure the quality of the educational experience provided and that the GMC's requirements for clinical placements are fully and effectively met through contributing at the mid-year and annual reviews.



You will:

- plan and manage the cycle of visits by the School to placement provider organisations;
- lead the monitoring of placement provider action plans throughout the academic cycle;
- plan and manage the MPET<sup>1</sup> Advisory Group bi-annual meetings. This will include taking minutes to a standard required for an external audience;
- organise the quinquennial re-signing agreements for Associated Teaching Trust;
- lead and co-ordinate activities in direct support of student placements including hosting of events and publications.

In support of the School's **Contracts** you will:

- lead on managing the School of Medicine's contracts with placement providers and international articulations with collaborating organisations.

In addition you will:

- minute meetings, write minutes to a standard required for an external audience and produce action plans relevant to the scope of the post;
- manage the project governance system to ensure that in-house projects are reporting and delivering to plan, usually between 12 and 48 months;
- manage the local budget including preparing a budget request and monitoring annual expenditure.
- be required to travel within the UK

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will be responsible to the Undergraduate Partnerships and Placements Manager on a day to day basis and will work closely with key members of the School MBChB placements team. The post holder is ultimately accountable to the Dean of the Faculty of Medicine and Health.

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<sup>1</sup> Multi Professional Education & Training tariff



## What will you bring to the role?

As the Undergraduate Partnerships and Placements Officer you will have:

- Graduate or equivalent in health or social science degree with relevant health and/or education experience;
- Data management skills with a proven ability to focus on relevant data, work with contributors to collect and validate data and collate systematically;
- Excellent numerical skills with the ability to analyse, interpret and present data with attention to detail and demonstrable experience of ensuring data accuracy and integrity;
- Excellent IT skills, including Excel and Word;
- Excellent interpersonal skills with the ability to develop and maintain positive working relationships with colleagues internal and external to the organisation;
- Ability to negotiate effectively with senior and external colleagues to achieve desired outcomes;
- Experience of delivering high quality outcomes and ability to adapt positively to change;
- Excellent verbal and written communication skills and an ability to grasp complex issues and to translate information into clear and balanced options for consideration by others;
- Proven experience of initiating, developing and progressing project work and putting in place improvement plans;
- Tact and influencing skills in working with senior staff in the University and external organisations;
- Experience of taking and writing meeting minutes;
- Excellent organisational skills, demonstrating initiative, with experience of planning and prioritising to meet strict deadlines;
- Ability to work independently and as part of a team.
- Willingness to travel within the UK as required

You may also have:

- Experience of working in a university or healthcare environment;
- Experience of quality assurance in education;
- Familiarity with the undergraduate medical curriculum.





## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Before you apply for a secondment you must have agreement from your line manager that you are able to take up the role on a secondment basis if successful.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Ms. Trish Walker, Undergraduate Partnerships and Placements Manager**

Tel: +44 (0)113 343 0770

Email: [t.e.walker@leeds.ac.uk](mailto:t.e.walker@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about our [Institute](#)

Find out more about [Athena Swan](#) in the Faculty.

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).



## **Criminal record information**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

