



# JOB DESCRIPTION

<b>Title:</b>	Placement Liaison Coordinator
<b>Responsible to:</b>	Placement Liaison Manager
<b>Responsible for:</b>	Student Placement and Placement Administration
<b>Location:</b>	Huntingdon

## Main Responsibilities

- Source Student Placements for Veterinary Nursing– Non-Employed Level 3 Diploma(Huntingdon, Potters Bar, Leeds Edinburgh) BSc Middlesex Degree, RVC Foundation Degree and Napier BSc Degree students
- To complete all administration tasks included in the Placement Liaison process
- To give information, advice and guidance to students and employers
- Develop a relationship with Training Practices
- Assist the student services team with the incoming telephone calls and IAG when required
- Comply with Health & Safety policies and procedures
- Assist with reception cover for Huntingdon Centre early mornings/evenings if required
- Information, Advice & Guidance

## Detailed Tasks

### Placements

- Liaise with students for relevant placement blocks
- Liaise with placements for relevant placement blocks
- Keep regular contact with placements and students
- Building up a rapport with both existing placements and possible new placements
- Keep up to date placement information with accurate records
- Keep up to date records for contact with student and placement
- Ensure all documentation, contact records, emails etc are stored appropriately on Therefore
- Ensure appropriate documentation sent to students and placement re placement arrangements

## Administration Duties (Placement Liaison Tasks)

Answer telephone	Basic record keeping
Photocopying	Sending faxes/e-mails
Filing	Maintain accurate records
Prepare mail-outs	Updating mail lists
Preparing rooms for use and clearing rooms when necessary at the end of the day	Assist colleagues with workloads as necessary
Make refreshments for visitors when necessary	
Attend Meetings as required	

Maintain the strictest confidentiality concerning all aspects of the activities of CAW and its related businesses and its students

## Information, Advice and Guidance

- Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work
- Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance
- Actively promote high quality information, advice and guidance
- Listen to what clients of our service say about our provision and continually improve our delivery

## Health and Safety

- To take care of your own and others safety
- To use equipment, substances etc. in accordance with the training and instructions received
- Inform the Principal or committee representative of anything that might be reasonably considered a danger to Health and Safety, including any shortcomings in the employers Health and Safety arrangements

## Safeguarding

- Ensure you know the name of the designated person and their role
- Know how to pass on and record concerns about a child or young person
- Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse

- Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- Be clear with students that you cannot promise to keep secrets
- Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- Promote health in areas such as:
  - Smoking
  - Drug and alcohol use
  - Disease prevention and control
- Review policy and procedures on an annual basis

### Equal Opportunities

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

You are liable to undertake such duties as may be reasonably required commensurate with your role.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> <li>• L2 Literacy and Numeracy</li> <li>• Willing to undertake L2 IAG qualification</li> <li>• Willing to undertake essential CP</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 customer service qualification</li> <li>• Level 2 Sales qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Sight of qualifications documents</li> <li>• Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Effective telephone/communication skills</li> <li>• Administration experience</li> <li>• Experience within a previous sales role</li> <li>• Good time management</li> <li>• Good presentation of work</li> <li>• Accuracy</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> </ul>
Knowledge and Ability	<ul style="list-style-type: none"> <li>• Ability to work methodically and on own initiative</li> <li>• Ability to work to and meet deadlines</li> <li>• Ability to maintain a high level of accuracy and confidentiality</li> <li>• Comply with CAW H&amp;S regulations as outline in the H&amp;S policy</li> <li>• Ability to work as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>
Attitude/Disposition	<ul style="list-style-type: none"> <li>• Presentable</li> <li>• Professional</li> <li>• Organised</li> <li>• Keen to contribute</li> <li>• Receptive to training</li> <li>• Be honest and trustworthy</li> <li>• Be respectful</li> <li>• Be flexible</li> <li>• Demonstrate sound work ethics</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>

