

# BORDERS COLLEGE

## JOB DESCRIPTION

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<b>Job Title</b>	<b>Work Placement Officer – Health &amp; Social Care 15 hours Maternity Cover Term Time</b>
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<b>Post Holder</b>	
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<b>Accountable To</b>	<b>Head of Sector – Health &amp; Social Care, Supported Programmes and Sport</b>
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<b>Responsible For</b>	<b>To negotiate appropriate work placement with employers and support students through their learning experience.</b>
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<b>Department</b>	<b>Health &amp; Social Care</b>
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<b>Overall Purpose of Job</b>
To provide a co-ordinated and structured approach to the management of work experience which enables the college to ensure Health & Social Care students are workplace ready at the point of completion.

<b>Main Duties and Responsibilities</b>
<ol style="list-style-type: none"><li>1. Supporting Delivery Teams, Learners &amp; Employers<ol style="list-style-type: none"><li>a) To liaise with Head of Sector – Health &amp; Social Care, Supported Programmes and Sport in seeking work experience placement opportunities.</li><li>b) To assist students in finding and negotiating a suitable placement.</li><li>c) To provide a single point of contact for communication with students and placement providers.</li><li>d) To co-ordinate work placement services primarily across Health &amp; Social Care Programmes but may be other areas with appropriate training.</li><li>e) In liaison with the Delivery Management Team, support the development of the College strategy on employment skills within the curriculum.</li><li>f) Liaise with delivery staff, students and placement providers in the setting of placement Aims and Objectives.</li><li>g) Liaise with delivery staff, students and placement providers with regards to placement planning, preparation and briefing, induction, and debriefing and evaluation.</li><li>h) Carry out Health &amp; Safety Assessments</li><li>i) Support placement providers with the completion of paper-work.</li><li>j) To ensure adequate Public or Employers Liability Insurance is in place for work placements.</li><li>k) Maintain regular telephone and/or email updates with employers.</li><li>l) Arrange and carry out 1 placement visit per block.</li></ol></li></ol>

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- m) Provide guidance and support for learners including maintaining health, safety and welfare arrangements, undertaking attendance, discipline and progress monitoring.
- n) Participate in faculty and other college meetings as required.

### 2. Personal and Professional Development

- a) Adopt flexible working methods to meet the changing needs of the College.
- b) Develop and maintain quality standards appropriate to the post.
- c) Develop and maintain professional standards and expertise by undertaking relevant professional development.

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

## PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	<b>Essential or Desirable</b>
Experience within Health & Social Care Sector	E
IOSH Managing Safely	D
SCQF level 7 qualification in related subject or equivalent experience	D

<b>KNOWLEDGE</b>	<b>Essential or Desirable</b>
Knowledge of Health & Social Care sector	E
Knowledge and understanding of Health and Safety	E
Knowledge of local labour market and employer needs	D

<b>EXPERIENCE</b>	<b>Essential or Desirable</b>
Customer service/working with the public	E
Excellent Administration and IT skills	E
Experience of supporting individuals on work experience	D
Experience of supporting individuals in a Health & Social Care setting	D

<b>INTERPERSONAL SKILLS AND ABILITIES</b>	<b>Essential or Desirable</b>
Possession of excellent communication skills (written and oral), including the ability to liaise effectively with other staff groups	E
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	E
Be self-motivated	E

<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
Ability to make sound, well considered evidence based decisions and judgements	E
Effective prioritisation and organisational skills	E
Capacity to work under pressure	E
Ability to work effectively unsupervised	E
Have a strong sense of purpose and the drive to achieve agreed goals	E
Ability to interpret and evaluate and communicate complex information accurately	D
Excellent ICT Skills, particularly use of Word and Excel	D

<b>ATTITUDES AND BELIEFS</b>		<b>Essential or Desirable</b>
Commitment to continuous professional development.		E
Commitment to high professional and personal standards of work and conduct		E
Ability to work effectively within a team		E

<b>WORK-RELATED CIRCUMSTANCES</b>		<b>Essential or Desirable</b>
Ability and willingness to travel as required		E
The ability to be flexible and provide support to other team members		E