



Vacancy ref: 5613

Faculty of Health, Innovation, Technology and Science JOB DESCRIPTION

Title:	Administrator of Practice Learning
Grade:	Grade 4
Salary:	£25,179 - £26,615 per annum
Hours:	Full time
Contract Length:	Permanent
Reporting to:	Practice Learning Support Unit Manager
Location:	Faculty of Health, Innovation, Technology and Science, Tithebarn Street, Liverpool. Staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service.
Job Summary:	To act as the first point of contact for face to face, telephone and email enquiries in relation to Practice Learning within the Faculty of Health, Innovation, Technology and Science, to include day to day liaison with students, external agencies and other University departments. To allocate placements and provide administrative support within the Practice Learning Support Unit, this will incorporate administrative duties related to the quality of placement allocation, audit and evaluation processes and problem solving.

Duties:

- To provide a high-quality accessible customer focussed service to meet the needs of students, staff and stakeholders.
- Responsible for allocation of students to placements across a variety of programmes. Liaise with placement areas, academic teams and students in relation to placement arrangements after due consideration of Health and safety documents, professional body requirements and safeguarding checks.
- Maintenance and use of associated IT systems to support placement learning, outside of the normal university structured systems. To include the preparation and maintenance of practice related records, monitoring attendance (to include sickness and absence), and the processing of travel claims and invoices.
- Work with programme teams to ensure that programme related assessment documentation is produced and available within the given timescale, to include any amendments as required.
- Assist the Placement Learning Support Unit Manager in the planning of allocation periods and placement experiences.
- Liaise with programme teams to arrange uniform sizing for new students. Processing, ordering and distribution of uniforms to students.

- Liaise with the programme admin team/programme manager in relation to student's suspension/resumption, and the processing of documentation in relation to this.
- To assist in the implementation of new procedures as a result of change in external/university policies.
- To service committees as directed by line manager and attend internal and external meetings as and when required. Provide support for events, and to record attendance and manage database system to import and export data.
- Any such duties commensurate with the grade, as may be deemed necessary by the Practice Learning Support Unit Manager.
- A commitment to LJMU's values and regulations and Equality and Diversity Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU's Environment and Sustainability Policy.
- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Strategic Management Team, are contained in Section 2 of the University's Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

October 2026

Person Specification

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
Five GCSE passes, including Maths and English (Grades A* - C)	Application and Interview
Good interpersonal skills	Application and Interview
Able to work under minimum supervision and as part of a team.	Application and Interview
Ability to work under pressure to strict deadlines.	Application and Interview
Excellent written and oral communication skills	Application and Interview
Discretion, tact and diplomacy	Application and Interview
Able to assimilate and present data with accuracy and attention to detail	Application and Interview
Capable of working collaboratively with people across the University in a professional manner to provide a seamless and professional administrative service.	Application and Interview
Experience of dealing discretely with confidential and sensitive information	Application and Interview
Ability to work flexibly	Application and Interview
Willing to participate in training and development programmes appropriate to the needs of the post.	Application and Interview
Willing to learn from others in order to enhance own professional practice	Application and Interview
Ability to work flexibly	Application and Interview
Ability to prioritise workload and multitask	Application and Interview
Good organisational skills	Application and Interview
Good keyboard skills.	Application and Interview
Proficiency in the use of Microsoft office, Outlook, Word, Excel, Databases with the ability to produce clear and concise information.	Application and Interview

Desirable Factors	Evidence
Experience of higher education or healthcare settings	Application and Interview

A=Application Form I=Interview P=Presentation R=Reference

Benefits of working with us
Annual leave: allowance of 30 days (for grade 3-7 staff and Executive Leadership Team) and 35 days (for grades 8 and above) plus 8 public holidays.
Pension: access to a generous defined benefit pension scheme.
Travel: various interest free travel loans for annual season tickets and cycle to work scheme.
Flexible working: maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible.
Health and wellbeing: we offer a wide range of wellbeing support including Employee Assistance Programme, mental health support, annual voluntary dental plan and on-site gym facilities.
Professional development: LJMU is committed to the support and development of its staff. It encourages individuals and teams to embrace opportunities for skill development, self-improvement and knowledge enhancement in order to reach their potential and meet their career ambitions. As part of this commitment, we offer a wide range of engaging and impactful training and development opportunities as well as the chance to take part in special projects/cross-university work and embark upon one-to-one coaching and mentoring.
Community: there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in our Diversity and Inclusion Staff Networks. There is also an opportunity to give to charities through the Payroll Giving scheme.
‘More For You’ from Vivup: in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services.

