Professional Practice Systems Administrator

College of Health and Life Sciences

London South Bank University

Candidate pack | **November 2026**

Reference No. REQ12804



EST 1892 LSBU



About Us

London South Bank University (LSBU) is a modern, dynamic university with a long history of leading the way in applied education and practice-led learning. With over 17,000 students and 2,000 staff from over 130 countries, we work together to foster the development of graduates, ready to address business and societal challenges. Our fantastic campus in central London is based around the historic, vibrant, and unique Elephant and Castle in the best student city in the world (QS World University Rankings, 2023). We are highly commended as an Outstanding Entrepreneurial University (Times Higher Awards, 2022) and continue to be recognised as a leading global university for Reducing Inequalities (Times Higher Education Impact Rankings, 2025). We are one of the leading modern London universities in the Guardian rankings (Guardian University Guide, 2025) and we are proud that our graduates are the highest paid on average amongst all London Modern universities (LEO, 2025).

The University forms a central part of the LSBU Group, London's first integrated tertiary education group. Comprising London South Bank University, South Bank Colleges, and South Bank Academies, we continue to lead the way on learner-centred, skills-focused education. Connectivity lies at the heart of all we do, and together we form a powerful network of learners, staff, alumni, employers and policymakers – united in our mission: to challenge social and economic inequalities through applied education, insight and partnership. We are a powerhouse for inclusive education, enterprise and economic growth, connecting potential to opportunity and enabling people to thrive. Our Group network enables us to create learning pathways and connect people and organisations. This ensures learners are supported through the education system to achieve their full potential and can contribute their skills and energies locally and to wider society.

Our new strategy, Connecting, sets out a bold, ambitious vision for LSBU Group and it's developed in collaboration with colleagues, student groups, partners and stakeholders. Focused on delivering good jobs for all our learners, we are proud to be employer and skills led, delivering excellent professional and technical teaching which supports future talent and

careers to deliver impact for London and beyond. Through Connecting, we will redefine tertiary education for a global, technology-driven economy – rooted in London.

About the College of Health and Life Sciences

The College of Health and Life Sciences (CHLS) delivers a diverse education programme portfolio across our campuses at Southwark and Croydon. Our courses seek to develop health and science leaders of the future who are both socially accountable and committed to the service of patients and the public. All of these courses are united by a strong commitment to the student experience, an inclusive community and to student success, and almost all the education provision within the College has relevant PSRB accreditation. Education and research programmes in the CHLS are underpinned by extensive, state-of-the-art health and biosciences laboratories, simulation suites, virtual wards, and rehabilitation facilities. LSBU is one of the largest providers of CPD for the health and social care workforce in the south-east and is proud of its high reputation in the field. The College offers programmes for all levels of healthcare staff, including study days, foundation and top-up degrees, apprenticeships, specialist modules, Master's programmes, and professional doctorates, for a variety of healthcare professionals. The College is formed of two Schools, the School of Allied Health and Life Sciences and the School of Nursing and Midwifery.

We value and are immensely proud of our partnerships with over 60 NHS Trusts as well as with clinicians, leading healthcare providers, the health and sports industry, policy makers, and the public. This partnership approach places the CHLS at the forefront of workforce development, professional education and improving the health and wellbeing of patients and the general population. Through research and innovation in the CHLS, we have developed new workforces, improved patient care and safety, informed clinical practice, developed new innovations in services, and raised awareness of the needs of marginalised groups.

About the School of Nursing and Midwifery

The School of Nursing and Midwifery has over 150 staff and approx. 3,000 students, with an annual income of approximately £28m. The School operates across two of LSBU's London campuses, in Southwark and at our newest campus in Croydon. The School works with a significant number of NHS and private/ independent sector partners in teaching, research, and enterprise. Our academic staff includes Registered Nurses and Midwives with areas of specific clinical and research expertise.

The course portfolio aims to develop nursing and midwifery graduates who are fit for the current workforce in either the NHS, private/ independent sector or in academia. Notably, 1 in 5 Registered Nurses currently work in London, completed their Nursing education through courses offered at LSBU.

Our courses are approved or accredited with the Nursing and Midwifery Council. In addition to offering undergraduate and postgraduate pre-registration nursing and midwifery courses leading to registration, the School offers apprenticeship routes in adult nursing and nursing associate registrations, and a continuing professional development portfolio leading to specialist qualifications and a range of degree awards.

Our alumni are in high demand in the sectors we serve, bringing their knowledge and skills together to create ongoing personal and professional impact in seeing improvements in health, wellbeing, and equity.

Cross College research activity ensures a vibrant research environment. We encourage staff to contribute to research and innovation excellence at LSBU, creating a flourishing research culture, with the freedom to be curious and collaborative in their areas of interest.

About the School of Allied Health and Life Sciences

The School of Allied Health and Life Sciences (AHLS) is comprised of Allied and Community Health and Applied and Health Sciences disciplines. The School has over 2500 students and 140 staff, training and developing practitioners who go on to succeed in their relevant areas of practice, with specialist skills, underpinned by evidence-based teaching and real-world application in key disciplines such as Diagnostic Radiography, Psychology, Sport and Exercise Science, Occupational Therapy and more. We provide world-leading education underpinned by outstanding fundamental and applied research. We mix scientific techniques with the social, ethical, and professional dimensions of science. Our courses are based on excellent student outcomes, positive student experience, industry-relevant, at the cutting edge of each of the subjects, underpinned by high levels of scholarship and research and a robust and effective decolonising approach. The School has a well-defined REI vision and ethos which is supported by mentoring, regular training, bid preparation support, and clear expectations. Many of the academic staff members have indicators of eminence at national and international levels. We have world-leading researchers in many of the subject areas of the School. Our accreditations are reinforced by strong industry links that open opportunities for students across all of our courses. Our connections include the Metropolitan Police, the NHS, Institute of Biomedical Science, General Chiropractic Council, College of Radiographers, The Chartered Society of Forensic Sciences, The British Association of Sport and Exercise Science (BASES), community organisations and initiatives and sports clubs/organisations. AHLS has a racial awarding gap positively below the sector benchmark, with many courses reporting a 0% gap, and we have a positive reputation within the sector for our innovative approaches to practice learning. Here in the very heart of South London, we thrive together.

Working for Us

Turning passion into purpose

Our ambition is to create educational pathways that empower people of all backgrounds and talents to realise their aspirations, add to the knowledge base, and contribute their skills and drive to wider society.

To realise our ambition, we need people with energy, courage, and imagination, who are enthused by our vision and recognise our values as theirs; people who bring ideas to enrich our approach to learning, research and innovation; collaborative people who love creating and spreading knowledge; brilliant people who seek growth and yearn to make a positive, personal difference.

At LSBU, you will get to contribute to a vibrant and dynamic culture, which is fuelled by purpose, built around people, and is genuinely diverse. You will be trusted and recognised for your unique contribution.

You will be part of a great team, turning your passion into purpose.



Top 10

We continue to be recognised as a leading global university for Reducing Inequalities.

(Times Higher Education Impact Rankings, 2025)

Graduates earn more

Our graduates are the highest paid on average amongst all London Modern universities.

(LEO, 2025)



Job Description

Grade: 5

Reporting to: Professional Practice Team Manager

Key Responsibilities

1. Provide administration support for professional placements, ensuring compliance with professional practice requirements.

2. Support the Professional Practice Team Manager in completing tasks and achieving team metrics/KPIs.

3. Providing support to students and staff on placements-related platforms such ePad, eMora, Placement Management Systems such as InPlace to allow for accurate reporting within university and NHS funding systems.

4. Maintain strong relationships with internal and external stakeholders, providing advice, signposting, and support as needed.

5. Providing accurate and timely responses to all queries and working directly with academic colleagues, escalating complex queries or concerns as appropriate.

6. To play an active role in ensuring that the team provide excellent customer service, contributing to the continual enhancement of services offered by highlighting processes, procedures or policies that are not easily administrable, identifying any barriers and possible solutions.

7. Supporting the successful delivery of all aspects of professional practice, including but not limited to; attending mapping meetings, placement allocations and maintaining a central database, processing of Disclosure and Baring Service (DBS) checks, Occupational Health (OH) checks, recording the status of both DBS and OH checks, notifying of any failures or concerns, applications and distribution of Uniform and ensuring all information is accurately recorded on the placement manager and University systems.

8. Collaborate with Student Administrations to track student progress, including interruptions and withdrawals, and ensure effective follow-up actions.

9. Administer post-placement activities where needed.

10. Assist in planning and delivering services in line with academic calendar deadlines.

11. To play an active role in ensuring that the team provide excellent customer service, contributing to the continual enhancement of services offered by highlighting processes, procedures or policies that are not easily administrable, identifying any barriers and possible solutions.

This list is not exhaustive. The postholder will be expected to carry out relevant and related tasks as commensurate with the current grade and are within the scope, spirit and purpose of the role. Within reason, the duties and role of the postholder may be changed, after appropriate consultation, in response to changing organisational requirements.

Person specification / Selection criteria

A. Practical administration experience (E) ideally working in a higher education setting (D), supporting and resolving students/customer concerns both face to face and online (E).

B. Proven ability to manage records accurately and efficiently, with strong IT and data management skills.

C. Ability to interpret, present and report data from specific Health and social Care systems

D. Experience in maintaining student records and working with professional practice or placement systems.

E. Ability to use own initiative to plan, prioritise and organise a varied workload, in a timely manner; to approach challenges/problems in a creative and proactive way.

F. Strong organisational skills, able to manage high volumes of work calmly and efficiently, especially during peak times.

G. Excellent customer service skills with the ability to handle sensitive inquiries and manage conflict.

H. Experience of the application of ICT in administration and willingness and ability to learn new packages in order to carry out the duties of the role

LSBU Career Pathways and Behaviour Framework

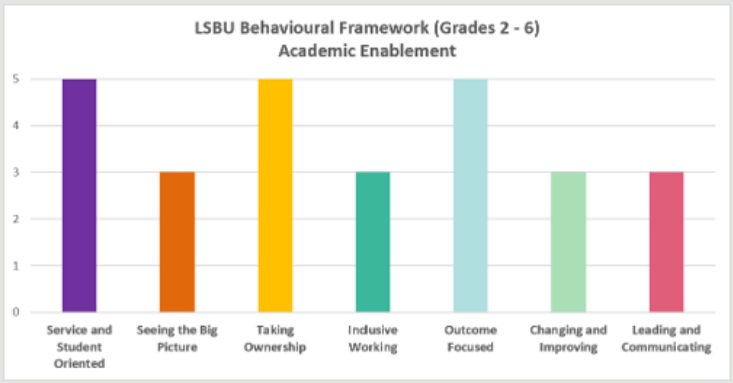
LSBU has developed a range of Career Pathways for Professional Services Group (PSG) roles. They include 8 different “job families” of roles which share common characteristics and require broadly similar skills and competencies. Job families are a way of describing work across the organisation that can support career planning and development, and the pathways identify skills and competencies for different grades within each job family. The Career Pathways document can be found **here.**

This post falls within the Academic Enablement job Family.

The PSG Career Pathways should be read alongside the **LSBU Behaviour Framework** as this describes the behaviours expected at each grade, and successful candidates should be able to demonstrate how they meet the core behaviours detailed.

Whilst all elements of the Framework are important for every role, the chart below indicates which areas we will be focusing on most during the recruitment process for this role. Candidates should therefore ensure that they provide evidence of these behaviours in their application or supporting statement and be prepared to respond to behaviour focussed interview questions.





Applicant Guidance

Please complete online application form, fully addressing the main activities and selection criteria for the post. CVs must not be submitted and will not be accepted as an application.

The Behavioural Framework criteria outline how we carry out what we do, so please reflect your behaviours and approach within your responses to the skills and experience required within the person specification rather than addressing them as separate criteria.

You will receive an email confirmation that your application has been received.

Pay and Benefits

Grade and Salary:

This post is Grade 5, the full-time salary range is £33,843 - £37,112 per annum, inclusive of £5,251 London Weighting.

Contract type:

Full time, Permanent

Hours of Work and Working Pattern:

The basic working week will be 35 hours, worked from Monday to Friday; 9.00am to 5.00pm. The university currently operates hybrid working, with the opportunity to work 40% remotely subject to operational requirements.

International Applicants

At LSBU our many international staff and students are a valued part of our vibrant and diverse community and play a vital role in the future of the University. We welcome international applicants who have the right to work in the UK or who are eligible for sponsorship under the Skilled Worker Route (SWR), or the Tier 5 Government Authorised Exchange Route. The University may also be able to provide a supporting letter to those meeting the requirements of the Global Talent Visa.

Please be advised that currently LSBU will only support the Certificate of Sponsorship for any eligible sponsored visas and will not support the payment of the sponsored visa for the offered candidate and/or dependants.

We strongly recommend that you consult the Apply for a UK visa section of the Home Office webpages to determine your eligibility for a UK visa. https://www.gov.uk/check-uk-visa

Equality, Diversity, and Inclusion

The diversity of LSBU's staff and students is a source of our strength and the richness of ideas and perspectives that this diversity brings makes LSBU a truly distinctive place to work. We aim to make our recruitment and selection process accessible to all, so please contact us to discuss any support you need.

Whilst we recognise the benefits of using AI in other aspects of life and in work, we encourage you to showcase your own knowledge and skillset using your own unique voice throughout the application process, and when invited to interview.

We are happy to talk flexible working and reasonable adjustments.

We look forward to receiving your application and thank you for your interest.