

Administrator - Higher Education and Vocational Training

Department: HCS HE Department

Division: Corporate Nursing and Governance

Reports to: Head of Nursing, Midwifery and Allied Health Professional Education

JE Ref: HCS1121

Grade: CS06

JE Date: 12/07/2022

Job purpose

1. To lead on the co-ordination of the provision of a comprehensive administrative and secretarial service to support the achievement of the department's business objectives for vocational training; pre-registration, (student nurse/midwifery degree programmes) and post registration nursing, midwifery and allied health professional degree programmes.
2. Ensure effective communication is maintained with all personnel and departments within the Vocational Training and Education Departments' remit.

Job specific outcomes

1. Provide a comprehensive, confidential and efficient secretarial service and administrative support to the Education and Vocational Training Centre teams; ensuring all work produced is of a high standard.
2. Act as an advisor/liaison officer when dealing with enquiries regarding e.g. pre-registration and post registration education and vocational diplomas and awards from both HCS employees and from healthcare practitioners/learners/students and employees across the island. Maintaining a professional manner when liaising with University staff and professional bodies e.g. NMC; Edexcel; Private Sector Nursing Homes; all other Education/Training providers; the public and any other external agencies.
3. Produce the flyers for study days/courses/modules and ensure appropriate distribution across HCS and other partnering organisations.
4. Ensure all promotional materials for the department and study packs are ready for use and that course/module participants and lecturers/speakers are provided with the necessary documentation for each study day activity/course/module in a timely manner.
5. Lead on the registration of all University students, liaising with the administrative team in the University; ensuring that accurate lists of module delegates are produced and that students are registered on the appropriate undergraduate or post graduate award pathway. Undertake the on line and manual registration and certification procedures for all vocational diplomas and awards. Input all learner information into the vocational training data base, maintain information and produce timely and accurate reports and statistics as required.

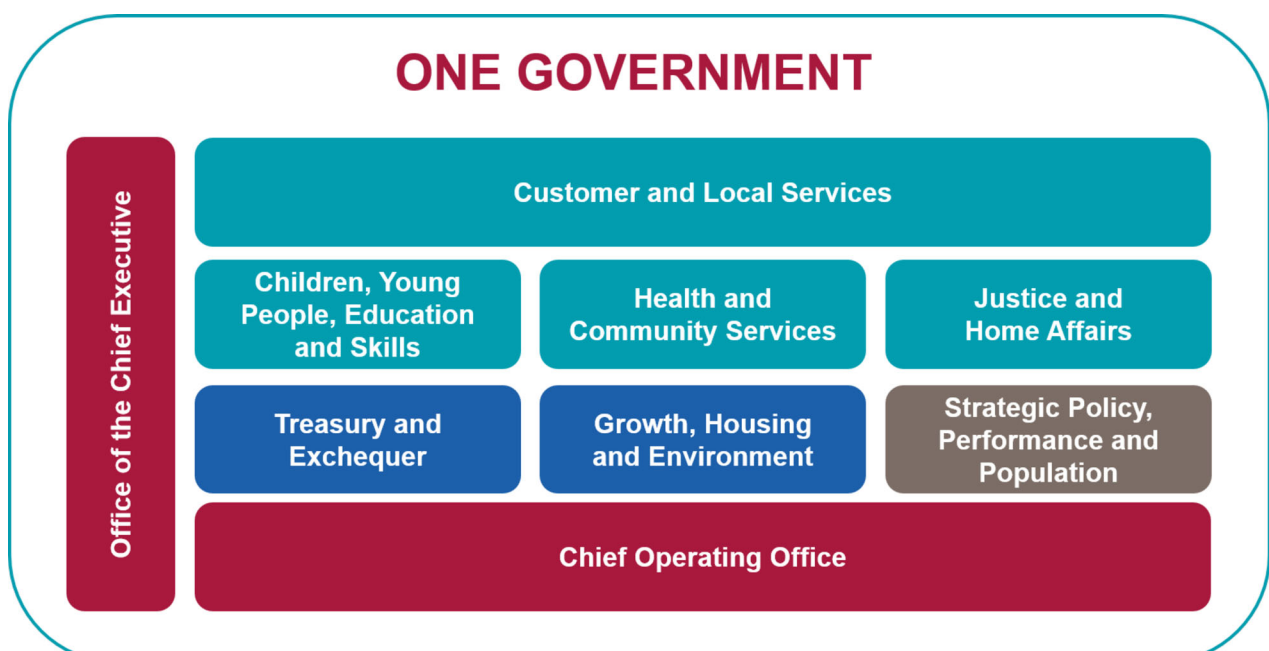
6. Assist the lead verifier for vocational training to co-ordinate arrangements for standard (external) verification visits, preparing programmes which have been requested by the visiting Standards Verifier.
7. Lead on the production of learning contracts for all module delegates; ensuring forms returned are signed and follow up with raising invoices with the finance team. Maintaining financial records, organise travel arrangements, accommodation and resources for nursing and midwifery staff attending study days/courses in the U.K./overseas.
8. Manage the collation of evaluation forms and produce statistical information relating to study days/courses/modules to enable the production of a comprehensive reports for the Chief Nurse.
9. Lead on ordering essential training and education resources required by the education and vocational teams to deliver programmes.
10. Plan and organise own day to day workload and oversee the activity of support staff; participate in annual appraisal process and abide by HCS policies and procedures.

Statutory responsibilities

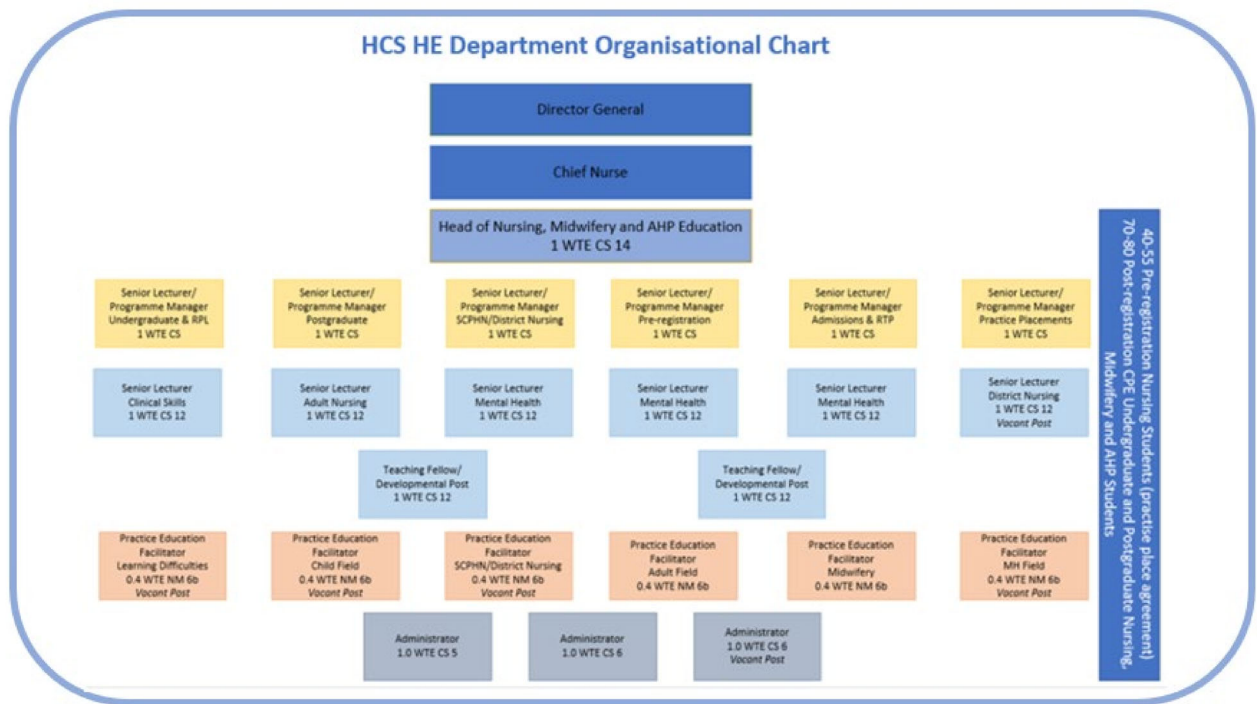
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart



HCS HE Department Organisational Chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>A good standard of education particularly in grammar and spelling, to grade A-C/4-9 GCSE level.</p> <p>Excellent IT skills are also required to maintain the IT systems for the centre.</p> <p>Need to work Office 365, Excel and PowerPoint.</p> <p>Good numeracy skills, as budget tasks are a part of this role.</p>	
Knowledge	<p>Previous administration and secretarial experience/or other transferable skills as evidence of being organised and methodical in carry out processes and procedures.</p>	
Technical / Work-based Skills	<p>High level of inter-personal skills and time management skills. It is important that the post holder possesses good communication, organisational skills and is a self-motivated individual who is able to work at times with limited supervision.</p>	
General Skills/Attributes	<p>Effective inter-professional and interagency communication skills.</p> <p>Proven ability to work autonomously (once guidance given), be</p>	

	<p>motivated and conscientious.</p> <p>Proven track record of working effectively in a rapidly developing academic environment.</p> <p>Ability to work flexibly, under pressure and to tight deadlines.</p> <p>Competence in IT skills and an ability to harness IT to support role.</p>	
Experience	<p>To demonstrate the ability to meet targets and deadlines and to be able to work under pressure.</p> <p>An awareness of the Higher Education Department/Vocational Training activities would be an advantage.</p> <p>A proven understanding of the need for total confidentiality.</p>	
Criteria relating to Safeguarding	<p>Require enhanced DBS</p> <p>Applied knowledge, understanding and experience of safeguarding.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.