

Job Details

Job Title:	Placement Coordinator	
School/Dept/Institute:	QMUL Malta Ltd.	
Reports to:	Curriculum Operations & Quality Manager	
Salary:	€15 per hour	Part time: 20 hours per week (4hrs per day)
Appointment Period:	Indefinite	
Current Location:	Malta	

Job Purpose

The post-holder will oversee the coordination of administrative processes pertaining to student placements for undergraduate medical students stationed at Mater Dei Hospital. This position is dynamic and continually developing within the Medical School, entailing the delivery of top-notch support services to both internal and external stakeholders.

Located at Mater Dei Hospital, this role requires 20 hours per week (4 hours per day). Remote work arrangements will be considered during periods when students are not on placement, such as Easter, summer holidays, and Christmas.

Main Duties & Responsibilities

1. Collaborate with and offer administrative assistance to the Associate Dean and Deputy Associate Dean regarding student placements.
2. Support the Associate Dean, Deputy Associate Dean, and Module Leads in establishing, updating, and disseminating the teaching timetable to medical professionals involved in teaching.
3. Assist the Associate Dean, Deputy Associate Dean, and Module Leads in compiling periodic spreadsheets of teaching hours conducted by individual medical professionals.
4. Serve as the central point of contact for communication between facility administration, medical professionals, and academic staff to address any scheduling issues promptly. Communicate any tutor unavailability to appropriate stakeholders and facilitate suitable replacements or rescheduling to ensure uninterrupted teaching.
5. Coordinate all clinical placements at Mater Dei Hospital, including student allocation to various activities, ensuring timely communication.
6. Act as the primary liaison for students on placements at Mater Dei Hospital, providing them with accurate and timely information.
7. Collaborate with the Curriculum Operations Team at Queen Mary University London – Malta Campus to ensure the smooth execution of student placements, escalating curriculum-related concerns as needed.

8. Assist in organizing a comprehensive Hospital Induction program for all students placed at Mater Dei Hospital.
9. Ensure compliance with relevant hospital policies and procedures, such as ID card regulations.
10. Maintain an up-to-date database of student placements and records for reporting purposes.
11. Foster effective communication and seamless continuity of the teaching program across different settings by developing working relationships with Administrative Secretaries at Mater Dei Hospital.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Job Profile

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

Requirements	Essential/ Desirable
Qualifications	
Minimum of 2 A Levels Grade A-C and O Level Grade 1-3 (A-C) in English and Mathematics.	Essential
Knowledge, Skills & Experience	
Minimum of 3 years experience working in a busy office environment, with excellent administration skills and an organised and flexible approach to work.	Essential
Experience of working independently and managing priorities whilst also being an active member of a team, supporting colleagues and contributing to the effective operation of the team.	Essential
Experience of designing, developing, maintaining, reviewing and improving administrative, management and information systems.	Essential
Experience of working in Higher Education and knowledge of issues relating to HE administration.	Desirable
Excellent record keeping skills and the ability to conduct analyses using spreadsheets and databases including the ability to interpret and disseminate information appropriately to high standard of quality in terms of presentation and accuracy.	Essential
Excellent IT skills, including email, the internet, software, and particular strength in Excel, Word, and using databases.	Essential
Excellent verbal and written communication and interpersonal skills.	Essential
The ability to assess a situation and take appropriate follow-up action including being able to prioritise under pressure, work accurately and meet tight deadlines, exercising initiative and working independently as appropriate.	Essential
Flexible and professional approach to work.	Essential
Planning effectively so that work is delivered in a timely manner without delay.	Essential
Attention to detail.	Essential
Understanding of basic hospital organisation and systems.	Desirable