

# CANDIDATE PACK

## Placements Officer (Health)

Academic Registrars Department

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Digital and Technology Services
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services
- Research and Knowledge Exchange Office
- Graduate School
- Learning Innovation and Digital Engagement



# JOB DESCRIPTION

**Job Title: Placements Officer (Health)**

**Reports to: Director of College Operations**

**Department: ARD**

**Grade: NG5**

## ROLE PURPOSE

The Placements Officer (Health) will provide professional advice and guidance to managers, students, academic colleagues and external partners on the full clinical placement lifecycle for professional programmes, including advising on external and internal regulations, legislation and compliance. The role holder will also oversee the entire clinical placement lifecycle ensuring accuracy, efficiency and compliance with University regulations and professional body requirements. The role acts as a central point of contact for students, academic colleagues and healthcare partners, supporting high quality education, student progression and a positive placement experience.

## PRINCIPAL ACCOUNTABILITIES

1. To provide professional advice to managers, academic colleagues, students and external partners, and where required to provide written guidance to colleagues on all policies, processes and external and internal regulations as related to specialist knowledge of healthcare placement processes and regulatory frameworks to support compliant placement delivery. To provide operational advice and guidance to students and academic colleagues within established policies and procedures, and to ensure that appropriate regulations and compliance activity is applied in practice consistently across the placement programme.
2. To oversee and coordinate the allocation of students to clinical and community placements for College health programmes, managing the placement lifecycle and ensuring allocations are accurate, timely and compliant with University regulations and professional, statutory and regulatory body requirements.
3. Maintain and manage placement schedules and records, including responding to changes arising from interruption to study, sickness, reasonable adjustments or approved variations, providing operational advice and guidance in these areas as required, and ensuring all updates are accurately recorded in University records and with placement management systems.
4. To oversee and coordinate all pre-placement compliance processes, including DBS checks, Occupational Health clearance and eligibility requirements, ensuring students meet all statutory, regulatory and University standards before starting placements. Support placement risk management and quality assurance by contributing to due diligence checks, maintaining clinical placement agreements, identifying risks or capacity issues, and escalating concerns in line with University procedures to ensure placements remain safe, compliant and suitable for students.



5. Act as a key operational point of contact for placement related matters, responding to enquiries from students, academic colleagues and external placement providers, providing high level advice and guidance as required in order to resolve issues in a timely and compliant manner, addressing and advising on reasonable adjustment requirements and escalating complex, sensitive or high risk matters as appropriate.
6. Support placement risk management and quality assurance by assisting with due diligence checks for placement providers, supporting the maintenance of clinical placement agreements, identifying and documenting risks and capacity issues, and escalating concerns in line with University procedures (including Education Quality Concerns reporting where required) to ensure placements are safe, compliant and appropriate for students.
7. Maintain, monitor and analyse placement-related data and contractual reporting requirements (including ETAP planning returns, the NHSE Student Data Collection Tool and associated reconciliation processes) to ensure accuracy, completeness and audit-readiness, producing reliable evidence to support NHSE contract review activity and to demonstrate compliance with University policies and professional, statutory and regulatory requirements. To support audit activity as required.
8. Liaise effectively with external healthcare partners, including NHS Trusts and other placement providers, to support placement delivery and maintain effective working relationships.
9. Maintain accurate placement data and management information confidentially, ensuring compliance with data protection legislation and the university's data protection policy and contribute to routine reporting and continuous improvement of placement processes.
10. Undertake any other duties as appropriate within the remit of the grade from time to time as required by the line manager or other colleagues within the department.

## CONTEXT

The Academic Registrar's Department (ARD) is responsible for the academic and student administration services across the University. It has an establishment of around 140 colleagues. The ARD mission statement is outlined below:

The Academic Registrar's Department will be recognised for excellence and professionalism in leading the University's academic administration and academic governance functions. As a team of specialist professional practitioners, through the provision of expert advice and the ownership and management of holistic and efficient administrative processes and policies we will meet our responsibilities by:

- assuring academic standards and enhancing academic quality through the effective management of the University's academic infrastructure;
- supporting the strategic leadership and delivery of learning, teaching, and assessment;
- delivering a seamless student journey through the administrative lifecycle from enrolment to graduation and



beyond, wherever appropriate using technology to improve efficiency, remove barriers and provide solutions that will allow stakeholders to access our services wherever and whenever is convenient to them;

- ensuring the quality and integrity of all student and course related data, and developing effective and efficient data management and related business processes; and
- ensuring the effective delivery of College activities, events, and processes through the provision of professional support to Heads of College and their senior teams.

Our work will enhance the student experience through anticipating and responding to student need and putting the student's expectations at the heart of all that we do.

The Academic Registrar's team is comprised of four main areas: ARD Executive, College Operations, Quality and Standards, and Student Administration.

The post will be located in the College Operations Team for the College of Liberal Arts and Sciences.

The team comprises the following colleagues:

- Director of College Operations
- Academic Administration Officer
- Executive Assistant and College Coordinator
- College Business Manager
- College Support Officer
- College Administrators (4 posts)
- College Events Coordinator
- Psychology Courses Team Administrator (2 posts)

## DIMENSIONS

No formal line management responsibility.

Operates as a specialist member of the College's locally delivered Academic Registrar's Department services.

Key operational point of contact for students undertaking Nursing and Physician Associate placements, academic colleagues, and external healthcare placement providers.

Responsible for coordinating and maintaining accurate placement records and management information, ensuring confidentiality, data integrity and compliance with data protection and regulatory requirements.

The University operates across extended hours, and at certain key points in the academic year (including enrolment, placement allocation and progression periods) the postholder may be required to work flexibly, including occasional out of hours working, to meet operational demands.

All ARD colleagues may be required to help support any ARD activity according to business need, whether or not that activity forms a core part of the role holder's job description.

The University currently operates a smart working model with each team agreeing its own smart working arrangements based on departmental business needs. This means that colleagues work both onsite and remotely on an agreed basis, which may be adjusted at certain times of year due to peaks in workload. Each Department keeps their smart working arrangements under



review, and these may be adjusted due to changing business needs.

The University requires all postholders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

The Academic Registrar's Department is committed to continuous professional development, and the postholder will be encouraged to participate in professional activities and to develop new skills where necessary.

## KEY RELATIONSHIPS

College Student Administration Officers

Campus Registries

Academic Leads

Apprenticeships Team

External providers



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Educated to degree level or equivalent professional experience
- Evidence of ongoing professional development relevant to student administration, healthcare education or regulated environments

### Desirable

Qualification or training in healthcare administration, student services or data management.

## TRAINING AND EXPERIENCE

### Essential

- Experience of working in a higher education, healthcare or similarly complex organisational environment.
- Successful experience providing advice and guidance to a range of colleagues, including students, to ensure appropriate regulations and compliance standards are maintained.
- Proven knowledge of regulations and compliance rules in relation to student clinical placements, or similar area, and ability to successfully apply these in practice.
- Experience of successfully overseeing and coordinating clinical placement or similar processes involving multiple stakeholders and deadlines, including proven experience managing compliance and pre-placement checks appropriately.
- Experience of dealing with confidential data and an understanding of the implications and practical application of the Data Protection Act and GDPR regulations in working practices.
- Proven experience in handling sensitive and special category data, including health, DBS, occupational health and reasonable adjustment information, ensuring confidentiality, proportionality, and compliance at all times.
- Successful experience of producing reports and analysis to support compliance and regulatory activities or similar.
- Experience supporting risk management and quality assurance and providing advice and guidance in this area.
- Proven ability to identify data protection, compliance, or operational risks within placement activity and to take appropriate action, including escalating complex, sensitive or high risk to the Information Compliance Team.
- Proven exceptional attention to detail and accuracy when recording, transferring and maintaining placement and compliance data across University and partner systems, ensuring data integrity and audit readiness.
- Experience of successfully applying policies, procedures or regulatory requirements accurately.



- Experience of using database or student record systems.
- Experience of delivering a high quality, student focused service.
- Strong organisational and prioritisation skills, with the ability to manage competing demands, tight deadlines and fluctuating workloads, particularly during peak placement and progression periods.
- Experience of supporting clinical, professional or work based placements or similar
- Experience of successfully liaising and building relationships with external organisations such as NHS Trusts or employers.
- Experience of working in a regulated or compliance driven environment.

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Ability to maintain clear, accurate and auditable records that demonstrate compliance with regulatory requirements and internal policies.
- High level of accountability and discretion when managing confidential information, with a clear understanding of personal responsibility for data protection and information governance.
- Ability to work independently and proactively, planning and managing own workload while contributing effectively to wider College and University processes.
- Confidence in dealing with external partners and resolving operational issues.
- Ability to explain complex regulatory or data protection requirements clearly to non specialists, including students, academic colleagues and external placement providers, within agreed policies and procedures.
- Professional, approachable and service focused.
- Reliable, resilient and flexible in approach to work.
- Discrete and trustworthy when handling confidential information.
- Proactive and solution focused, with a strong sense of ownership.
- Willingness to work flexibly, including occasional out of hours working to meet operational demands.
- Fully committed to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment, sexual misconduct, discrimination and victimisation are neither tolerated nor acceptable

### Desirable

Ability to analyse data or information to identify trends or issues.



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

**The deadline for receipt of applications is 11.59pm on 9 August 2026.**

**Interviews will take place on 18 August 2026.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

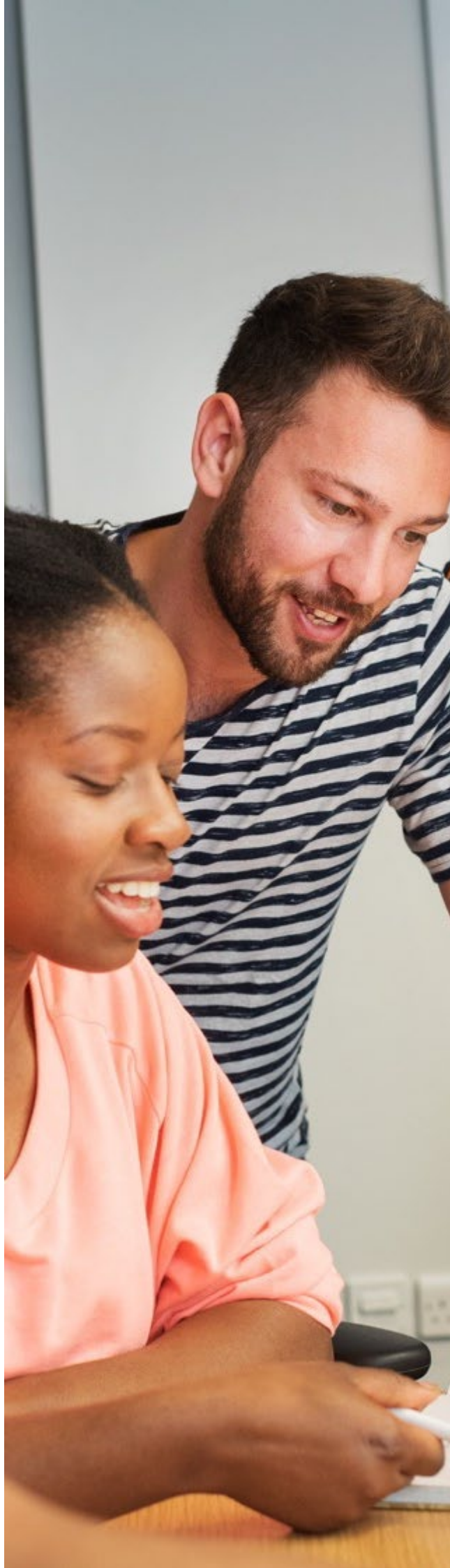
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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