



Job title	Continuing Education Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	School of Health Sciences	Location	Medical School Campus, Queen's Medical Centre

Purpose of role

Working collaboratively with an established team to provide effective, day-to-day administrative support to the School's portfolio of continuing professional development (CPD), masterclasses, bespoke courses, and postgraduate programmes. The role holder will also support the School's apprenticeship programmes. Excellent interpersonal and organisational skills are required, together with an ability to communicate effectively at all levels.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>CPD administration: support the development and delivery of the School of Health Sciences' portfolio of CPD modules, masterclasses, bespoke courses, and educational contracts.</p> <ul style="list-style-type: none"> ▪ Be a point of contact for internal and external stakeholders for CPD and masterclass administrative, costing, and invoicing enquiries. ▪ Request and collate supplementary application documentation for non-medical prescribing courses. ▪ Ensure students are booked on to CPD courses. ▪ Maintain spreadsheets to track bookings and commissioned places. ▪ Submit web update requests. ▪ Request, track, and process incoming and outgoing invoices for payment. ▪ Book facilities, meeting rooms, clinical skills spaces, and refreshments. ▪ Support registration processes. ▪ Support onboarding processes. ▪ Support the operational delivery of on-site CPD courses. ▪ Monitor shared mailbox and respond to queries. ▪ General administrative tasks. 	40%
2	<p>Apprenticeship administration: support the implementation of the School of Health Sciences' apprenticeship programmes.</p> <ul style="list-style-type: none"> ▪ Be a point of contact for apprenticeship administrative and reporting enquiries. ▪ Support onboarding of apprentices. ▪ Support welcome and celebration events for apprentices. ▪ Ensure real time reporting of absence and breaks in learning. ▪ Use APTM software to monitor monthly learning log completion. ▪ Support the operational delivery of apprenticeship courses. ▪ Ensure registers are completed and collated for all sessions. ▪ Schedule, attend, and minute ACP Team meetings. 	40%

	<ul style="list-style-type: none"> ▪ Prepare materials for clinical skills sessions. ▪ Support the facilitation of clinical skills sessions. ▪ General administrative tasks. 	
3	<p>New business and bid administration: support the development of new business, new educational contracts, and submission of non-research bids.</p> <ul style="list-style-type: none"> ▪ Support the development of non-research bids with basic costings. ▪ Maintain spreadsheets to track bid submission and progress. ▪ Contribute to the financial administration of new business and non-research projects, using University finance systems. ▪ Request, track, and process incoming and outgoing invoices for payment. ▪ General administrative tasks. 	15%
4	<p>Attend training Attend training sessions relevant to role in order to improve practice in relation to duties, as well as those relevant to career development.</p>	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Good written and verbal communication skills and interpersonal skills ▪ Good IT skills, including Microsoft Office ▪ Ability to use own initiative ▪ Competent in routine processes and systems to support activities ▪ Strong organisational skills and the ability to manage and prioritise tasks ▪ Basic event or training course support skills 	<ul style="list-style-type: none"> ▪ Microsoft Outlook, Teams, Forms, and Sharepoint skills ▪ Financial administration skills; ▪ Basic project management skills
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience in an administrative role ▪ Experience of independently assessing and responding to non-routine work/situations ▪ Experience of working as part of a team 	<ul style="list-style-type: none"> ▪ Recent experience of online working using MS Teams ▪ Experience of supporting the delivery of training in healthcare settings ▪ Experience of working in multidisciplinary teams ▪ Knowledge of apprenticeship programmes ▪ Experience of creating, managing and manipulating spreadsheets in Microsoft Excel ▪ Recent experience of using WPM Online Store
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Minimum GCSE or equivalent in English and Maths (Grade C/ Grade 4 or above) or vocational qualifications (NVQ 2-3 or equivalent) 	<ul style="list-style-type: none"> ▪ Higher level qualifications

	<ul style="list-style-type: none"> ▪ Willing to undertake relevant training as required 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ A commitment to delivering a high-quality professional service to students, staff, and funders. 	<ul style="list-style-type: none"> ▪ Awareness of University procedures and relevant legislation.



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people

Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

Taking ownership

Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

Forward thinking

Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

Professional pride

Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

Always inclusive

Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

