



## POSITION DESCRIPTION

**Melbourne School of Psychological Sciences**  
Faculty of Medicine, Dentistry and Health Sciences

### Placement Coordinator (Clinical Psychology)

<b>POSITION NO</b>	0033234
<b>CLASSIFICATION</b>	Academic Specialist, Level B
<b>SALARY</b>	\$107,547 – \$127,707 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>EMPLOYMENT TYPE</b>	Part-time (0.6 FTE) continuing position
<b>OTHER BENEFITS</b>	<a href="http://hr.unimelb.edu.au/careers/working/benefits">http://hr.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://hr.unimelb.edu.au/careers">http://hr.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	A/Prof Christina Bryant Tel +613 9035 5921 Email <a href="mailto:cbryant@unimelb.edu.au">cbryant@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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## ***Position Summary***

The incumbent will have responsibility for coordinating the external clinical placements for all UoM postgraduate clinical psychology training programs. Working under the direction of the Director of the Clinical Program, a principal responsibility is to ensure that all Clinical Psychology students have a range of appropriate placement experiences and are able to meet the placement requirements of the program. The incumbent will be required to establish and maintain relationships with external agencies to secure and monitor clinical placements for students enrolled in courses within the Melbourne School of Psychological Sciences

The incumbent will provide clinical supervision to postgraduate students on placement at the University of Melbourne Psychology Clinic and coordinate, and participate in, Clinical Psychology Case Conferences. In addition, they will be required to contribute to teaching in the Clinical Psychology Program and undertake research at a level consistent with the time fraction of the appointment.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ Possession of a PhD in Clinical Psychology, or equivalent level of qualification;
- ▶ National registration (or eligibility for registration) as a Psychologist with the Australian Health Practitioner Regulation Agency;
- ▶ Registration as a supervisor with the Psychology Board of Australia
- ▶ Endorsement as a clinical psychologist with the Psychology Board of Australia
- ▶ Excellent interpersonal skills, including the ability to liaise with a wide range of stakeholders including organisations external to the University, practising psychologists, and academic and professional staff in the Melbourne School of Psychological Sciences and the Faculty of Medicine, Dentistry, and Health Sciences;
- ▶ Ability to travel to clinical placement sites for visits;
- ▶ Demonstrated ability to work as a team member;
- ▶ Excellent organisational and administrative skills;
- ▶ Excellent communication skills, written and verbal;
- ▶ Demonstrated capacity to initiate, develop, and evaluate policy and procedures in relation to the Placement part of the program;

#### **1.2 DESIRABLE**

- ▶ Completion of an APAC accredited professional Masters in Clinical Psychology;
- ▶ Experience in supporting the coordination of placement of clinical psychology students;
- ▶ Knowledge of database development and management tools;

## ***2. Special Requirements***

- ▶ National and international travel may be required;
- ▶ Willingness to participate in national and international conferences;
- ▶ Some out-of-hours' work may be required.

## ***3. Key Responsibilities***

### **3.1 SPECIALIST CLINICAL PLACEMENT SUPPORT**

- ▶ Work in conjunction with senior staff in the Clinical Psychology program to develop an individual plan for the supervised practice of each student.
- ▶ Work closely with students on establishing priorities and needs in relation to placement arrangements, and liaise with them during their placements. Provide mentoring as needed, and support for students who experience difficulties during placement.
- ▶ Maintain regular communication with external clinical supervisors regarding student progress, and make site visits when needed.
- ▶ Liaise with the Director of the Clinical Program, academic staff, and professional staff in relation to student progress and assessment while on placement.
- ▶ Establish and maintain relationships with suitable placement settings, ensuring that supervisor preferences are accommodated wherever possible, and appropriate information about the School's expectations, guidelines, and assessment requirements is provided.
- ▶ Regularly evaluate the range and quality of placement experiences available to students in the Clinical Psychology program, and in conjunction with the Director take appropriate action where concerns are identified.
- ▶ Liaise regularly with the School's Professional Programs Officer, Director of Professional Programs, and the Director of the Clinical Program on all matters relevant to student placements.
- ▶ Coordinate access to the School's psychological test library for students enrolled in the Clinical Psychology program.
- ▶ Monitor the placement progress of each student individually, ensuring that all regulatory compliance requirements are met in relation to safety, assessment, and record-keeping.
- ▶ Assist with the maintenance of a database relating to fulfilment of the requirements of the placement segment of the program by enrolled students.
- ▶ Assist with the provision of regular reports to the Director and other key staff/committees, e.g., the School's Academic Programs Committee and the Faculty's Clinical Placements Officer.

### **3.2 TEACHING AND RESEARCH TRAINING**

- ▶ Teach into post graduate psychology units consistent with the time fraction of the appointment.
- ▶ Maintain an academic profile, including research, consistent with the time fraction of the appointment.

### 3.3 SERVICE, LEADERSHIP, AND KNOWLEDGE TRANSFER

- ▶ Assist with the maintenance of a network of clinical psychologists registered as supervisors of higher degree students with the Australian Health Practitioner Regulation Agency.
- ▶ Initiate and coordinate the provision of in-kind contributions to clinical placement supervisors, including applications for honorary appointments within the School and professional development opportunities.
- ▶ Effective liaison with external networks to foster collaborative partnerships
- ▶ Attend meetings of the meetings of the Clinical Psychology staff group.
- ▶ In conjunction with the Director, recommend changes to policy and procedures in relation to student placements to the Academic Programs Committee.
- ▶ Active participation in the communication and dissemination of practice area and discipline
- ▶ Engagement in subject, professional pedagogy research as required to support relevant activities
- ▶ Attendance at conferences related to discipline area or area of expertise and incorporating those learnings into practice

## 4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: <http://safety.unimelb.edu.au/topics/responsibilities/> These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 5. Other Information

### 5.1 THE MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

[www.psychologicalsciences.unimelb.edu.au](http://www.psychologicalsciences.unimelb.edu.au)

The Melbourne School of Psychological Sciences is one of six schools within the Faculty of Medicine, Dentistry and Health Sciences. It is consistently ranked one of the top Schools of Psychology in Australia and was ranked 17th in the world in the 2020 QS global rankings. The School is undergoing vigorous growth and attracts some of the best students nationally and internationally to its broad range of APS accredited undergraduate, graduate, professional, and research programs.

The School's teaching is underpinned by excellence in research across a range of fields, including cognitive and behavioural neuroscience, cognitive and mathematical psychology, social and personality psychology, and clinical science. Research links extend across 25 departments, centres and institutes within the Faculty of Medicine, Dentistry and Health Sciences, including The Melbourne Brain Centre, The Murdoch Children's Research Institute, ORYGEN Youth Research Centre, Austin Health, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, and St. Vincent's Hospital. Research links are also embedded in a broad range of other disciplines across the University including within the Faculties of the Victorian College of the Arts and Melbourne Conservatorium of Music, Science, Business and Economics, Education, Engineering, Law, and the Melbourne Business School.

The School is home to a vibrant community of >90 academic, teaching, research and professional staff, over 140 honorary staff, 100 tutors, and 120 PhD students. In 2020, there were over 5,500 students enrolled in undergraduate subjects offered by Psychological Sciences, primarily through the Bachelor of Arts, Bachelor of Science and Bachelor of Biomedicine, but also in breadth subjects in the Bachelor of Commerce, Bachelor of Environments, and Bachelor of Music. There were about 200 students enrolled in the Graduate Diploma of Psychology, about 140 students enrolled in fourth year programs (B. A.(Hons), B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 130 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

## 5.2 THE FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

<http://www.mdhs.unimelb.edu.au/>

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is approximately \$800m with about 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University. Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>