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

**Clinical Placement Officer**

**POSITION NO** 0061648

**CLASSIFICATION** UOM 5

**SALARY** $79,961 - $91,844 (pro-rata)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Full-time (1.0FTE)

**BASIS OF EMPLOYMENT** Fixed-term to 31 December 2025

**OTHER BENEFITS** [http://about.unimelb.edu.au/careers/working/benefits](http://about.unimelb.edu.au/careers/working/benefits)

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

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*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
**Acknowledgement of Country**

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

**Position Summary**

Working closely with the Clinical Education Coordinator, the Clinical Placement Officer ensures that all administrative tasks associated with running clinical placements for the disciplines are undertaken in accordance with School requirements and consistent with Faculty and University policy and procedure.

The Clinical Placement Officer works to support the recruitment of clinical placements and to maintain existing placement relationships by proactively and sensitively working to support the placement needs of the discipline and the host health service. The role provides administrative support to students whilst on placement, often trouble-shooting local placement issues by working with the placement organisation and Clinical Education Coordinators.

A high degree of judgment and discretion is required for this position as it is dealing with students placed in clinical settings remote from campus working directly with patients. You will embody the Faculty values of Respect, Accountability, Integrity, Compassion and Collaboration by acting in the best interest of your employer. You will display service excellence through striving to deliver beyond expectations, taking ownership and working collaboratively as one team through connecting with people and building relationships both in your workplace and with key external stakeholders.

The role has a significant impact on the reputation of the School with clinical placement host partners and therefore the future availability of placements in a competitive placement environment. This position works in coordination and alignment with other clinical placement officers across the Melbourne School of Health Sciences. The role reports to the Senior Clinical Placements Coordinator.
1. **Key Responsibilities**

1.1 **CLINICAL PLACEMENT ADMINISTRATION**

- Coordinate placement processes in consultation with Clinical Education Coordinators including; coordination of requests & offers for placement, assistance with the allocation of students to placements and assistance with tasks related to the recruitment of clinical placements.
- Manage day-to-day queries from students, Clinical Educator and other external stakeholders relating to placement allocations and rostering with expediency, accuracy and courtesy, referring complex queries to the Clinical Education Coordinator, as required.
- Manage the collection of student assessment documentation and assist the Clinical Education Coordinator with review of clinical assessment documentation as required.
- Under the direction of the Clinical Education Coordinator, prepare and distribute communication to students and Clinical Educators, ensuring all necessary information & documentation relating to clinical placements are provided in a timely manner.
- Coordinate and maintain efficient systems and processes relating to students’ clinical placement details, including placement allocations, placement dates, and ranges of experiences.
- Develop front-end user knowledge in the configuration and administration of the placements database (Sonia).
- Coordinate the receipt & monitoring of invoices relating to clinical placement fees.
- Working with the Faculty Teaching and Learning Unit, manage all student placement agreements, including preparation of agreements, co-ordination of signatures, mail out of agreements and cover letters to relevant parties, follow-up of outstanding agreements, liaison with Legal Services and the Faculty Clinical Placements Officer, and electronic storage of returned agreements.
- Maintain a working knowledge of University and Faculty policies and procedures, particularly with regard to student placement requirements.
- Compile all placement census data, as requested by the Faculty Clinical Placements Officer, Victorian Clinical Placement Network, and Health Workforce Australia.
- Maintain student and departmental information in any appropriate external databases. Set up and maintain student, Clinical Educator, and organisational profiles as required. Provide support (phone, email, face-to-face) to students and Clinical Educators with day to-day enquiries related to the databases as required.
- Assist the Clinical Education Coordinator with the organisation and preparation of events when required.
- Assist the Clinical Education Coordinator with preparation of documents for course accreditation as required.
- Provide secretariat support to relevant School committees as required.
- Provide back-up support to other Clinical Placement Officers in the Melbourne School of Health Sciences.
- Ad hoc duties commensurate with the position as directed by the Supervisor.
1.2 RESPONSIBILITY AND COMPLIANCE

- Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- Reliably follow communications protocols and/or policies as appropriate. Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

2.1 ESSENTIAL

- Undergraduate qualification in a relevant discipline and or equivalent mix of education and relevant experience.
- Effective communication skills, both written and oral including a high degree of attention to detail.
- Demonstrated ability to work effectively in a team, as well as independently when required.
- Ability to plan and organise efficiently, as well as manage competing priorities within a dynamic environment for the purpose of positive organisational outcomes.
- Demonstrated ability to plan, undertake and complete tasks and projects within stringent timeframes, for the purpose of positive organisational outcomes.
- Excellent interpersonal skills, including a demonstrated ability to interact positively and work co-operatively in a multi-disciplinary team environment and liaise with people from diverse backgrounds.
- Proficient in the use of StudentOne or other key Student and Client management systems.
- High-level computer skills, particularly in relation to Microsoft Excel, Word and Outlook.

2.2 DESIRABLE

- Experience in a student advisor or placement officer role.
- Experience using a student placement database or similar online system

2.3 SPECIAL REQUIREMENTS

- Occasionally required to work out of hours assisting with functions, meetings, or Student related events such as Open Day etc.
- Operational requirements may influence approval of annual leave during peak periods.
This position requires the incumbent to hold a current and valid Working with Children Check

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works within a collegial team environment but will require independence and initiative in order to carry out our tasks for the betterment of the department. There will be autonomy required for delegated tasks and an understanding that all activities contribute to the support of the team. The incumbent will demonstrate a proven ability to work both collaboratively and independently, taking initiative to ensure the timely and accurate completion of projects.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Clinical Placement Officer is expected to resolve problems using judgement, common sense and a broad interpretation of existing policies and to adapt or implement new procedures in accordance with school and university policy. The occupant is expected to contribute to improving the school’s performance by identifying problems, exploring options, developing and testing processes and systems and implementing solutions, while operating at all times within university policies. The Clinical Placement Officer will be responsible for individual time management and be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently with a strong attention to detail.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
5. 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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 Melbourne School of Health Sciences

https://healthsciences.unimelb.edu.au/

The Melbourne School of Health Sciences (MSHS) provides qualifying and postgraduate courses in the disciplines of Nursing, Physiotherapy, Social Work, Audiology and Speech Pathology, and Optometry and Vision Sciences.

6.2 Faculty of Medicine, Dentistry and Health Sciences

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences is an extremely diverse faculty comprised of six schools, and a number of departments and centres. Our Faculty is renowned for global leadership in health research, policy and practice. We recognise partnerships and collaborations are an integral facet of our development and a major strength of the Faculty is our ability to work collaboratively with our partners to benefit the community.

Our leadership team provides strategic direction for research, teaching, training and governance across the Faculty.

We work to improve the health and wellbeing of the communities we serve. We invest in developing the careers and wellbeing of our students and staff, fostering a culture that supports us all to do our best work. We are guided by our values in our pursuit of excellence.

6.3 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
6.4 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.

6.5 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