### Placement Officer

**POSITION NO** 0043153

**CLASSIFICATION** UOM 6

**SALARY** $83,301 - $90,170 p.a.

**SUPERANNUATION** Employer contribution of 17%

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

**BASIS OF EMPLOYMENT** Continuing position

**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 Opportunities’ or ‘Jobs available to current 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)
Position Summary

The Placement Officer has responsibility for the hands-on administration of student placements.

Based in the Academic Services and External Relations (AS&ER) team within the Melbourne Graduate School of Education (MGSE), the Placement Team is responsible for identifying, confirming and administering approximately 2,500 student placements, also known as Work Integrated Learning (WIL) activities, per year, for subjects ranging from Undergraduate Breadth to Graduate Higher Degree Coursework, particularly the Master of Teaching.

This work is delivered in partnership with MGSE academic colleagues, as well as the 500+ partner organisations MGSE currently works with to deliver this critical element of the Teaching and Learning program, with placement locations ranging from Early Childhood Centres, to Primary and Secondary schools and other educational settings.

The Placement Officer collects information from students and partner organisations to then administer the placement matching process, and works closely with key professional and academic colleagues, particularly subject coordinators and Clinical Practice Coordinators, to ensure the effective front-line delivery of student services and academic activities related to placements. The Placement Officer maintains a working knowledge of university and MGSE policies, systems and strategies in relation to WIL and works collaboratively with colleagues to identify and resolve issues as they arise and develop and refine business processes and systems solutions to enhance the efficiency and effectiveness of MGSE’s placement processes.

In a hands-on capacity, the Placement Officer provides excellent service to both students and partner organisations, balancing the needs of these various stakeholders in the identification, confirmation and administration of placements.

The position reports to the Team Leader - Placement.

1. Key Responsibilities

1.1 LEADERSHIP AND COLLABORATION

The Placement Officer is a member of a team dedicated to the delivery of the placement function in MGSE.

- Coordinate placement processes in consultation with other Placement Officers, Program Coordinators and Clinical Practice Coordinators, creating a sense of partnerships with external organisations;
- Maintain a working knowledge of university and MGSE policies and procedures, particularly regarding course and placement requirements, contribute to the review and revision of policies and procedures;
- Liaise with professional staff colleagues and academic coordinators to manage key student services and academic activities;
- Coordinate the resolution of issues from students, schools/centres, AS&ER and academic colleagues, escalating more complex issues as appropriate; and
- Represent the Placement Team and/or MGSE on relevant committees and working groups/communities of practice.
1.2 INNOVATION AND IMPROVEMENT

The Placement Officer supports the ongoing maintenance and improvement of placement systems including the online placements database and reporting functions, online student reporting system, and the preparation of information regarding placements that is maintained on the relevant subject pages of the student Learning Management System.

- Develop front-end user knowledge in the configuration and administration of the placements system;
- Contribute to the development, implementation and evaluation of innovative ways to improve the placement experience for MGSE students and external partners;
- Contribute to the analysis of business processes and user needs and collaborate with relevant staff to develop appropriate solutions that drive efficiencies; and
- Maintain and refine the placements information available to students via the online Learning Management System.

1.3 RESPONSIBILITY AND COMPLIANCE

- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- A tertiary qualification with extensive relevant experience, or an equivalent combination of relevant experience and education/training;
- Demonstrated experience solving problems that are logistical in nature, such as the matching of resources, large scale scheduling or timetabling, or previous responsibility for a workflow that included time sensitive deadlines;
- Demonstrated experience in mapping and coordinating personal workloads, ensuring alignment with the achievement of individual and team objectives;
- Excellent interpersonal skills, including the ability to work effectively in a team environment and coordinate a dispersed network of stakeholders, including external partner organisations;
- Excellent oral and written communications skills, particularly broadcast communications to large groups of stakeholders, including external partner organisations;
- Strong analytical skills, including the ability to review and develop processes for increased efficiency and effectiveness within a broader student services context, with an emphasis on increasing efficiency through online systems; and
- Strong computer skills, including the ability to use online systems to drive process improvements, including the use of data and reports to inform decision making and resource allocations.

2.2 DESIRABLE

- Experience in a student advisor or placement officer role, ideally in an educational setting;
- Experience using a student placement database, or similar online system; and
Experience using Learning Management Systems.

3. **Job Complexity, Skills, Knowledge**

3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

The Placement Officer receives broad guidance from the Team Leader – Placement and relevant academic colleagues including Program Coordinators and Clinical Practice Coordinators. The incumbent is required to manage their own workload with support from colleagues and Team Leader, within the framework of an annual placement schedule. The Placement Officer contributes to the review and improvement of local business processes and may lead local process changes in consultation and coordination with relevant colleagues.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

The Placement Officer works within university and MGSE policy and uses a high degree of initiative and judgement to identify and resolve problems. The incumbent is expected to exercise discretion and analyse situations, interpret policies and instigate appropriate action. Complex issues are discussed with the Team Leader – Placement and relevant academic colleagues.

3.3 **PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Placement Officer requires a detailed understanding of course and placement requirements and strategies within the framework of university and MGSE policies, procedures and systems, particularly in relation to WIL.

The role also requires detailed knowledge of partnership school/centre networks and their staff to ensure the successful delivery of MGSE’s placement program.

The Placement Officer maintains a good understanding of the organisational contexts of partnership schools/centres and the broader policy context of the Victorian education system and the placement related accreditation requirements for pre-service teacher education programs as described by the Australian Institute of Teaching and School Leadership (AITSL).

3.4 **RESOURCE MANAGEMENT**

The Placement Officer maintains expert knowledge in the placements database, online reporting system and online Learning Management System to deliver high quality services to students and outcomes to partner organisations.

3.5 **BREADTH OF THE POSITION**

The Placement Officer actively contributes to the delivery of comprehensive and integrated student services through the AS&ER team. The position is responsible for a range of administrative tasks and provides assistance to other teams as required.

The Placement Officer also develops and maintains relationships with colleagues at all levels within Melbourne Graduate School of Education as well as with key external authorities and institutions.
4. Special Requirements

- Unrestricted right to work in Australia;
- Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- Some out of hours work will be required and flexibility will be needed to work additional hours during peak periods;
- Annual leave to be taken during some of the summer school holidays; and
- This position is based at the Parkville site. Travel to other sites may be required.

5. 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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

6. 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/people/community/responsibilities-of-personnel

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

7. Other Information

7.1 ORGANISATION UNIT

Melbourne Graduate School of Education
7.2 BUDGET DIVISION

Our Vision:
Together we equip people to address the major educational challenges of our times.

Our values:
Respect, Integrity, Curiosity, Fairness and Transparency

Our Mission
The Melbourne Graduate School of Education fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society.

- We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession.
- We stimulate learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities.
- We provide research leadership, setting the direction for high impact, innovative and responsive research that addresses the pressing issues of our times.
- We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne’s Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: education.unimelb.edu.au

7.3 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.

7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025
Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. [http://about.unimelb.edu.au/strategy-and-leadership](http://about.unimelb.edu.au/strategy-and-leadership)

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University’s global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University’s research strategy Research at Melbourne: Ensuring Excellence and Impact to 2025 aspires to a significant advancement in the excellence and impact of its research outputs. [https://research.unimelb.edu.au/](https://research.unimelb.edu.au/)

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- **Understanding our place and purpose** – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

- **Fostering health and wellbeing** – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- **Supporting sustainability and resilience** – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

### 7.5 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 http://www.unimelb.edu.au/governance