



POSITION DESCRIPTION

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

Field Education Placement Officer

POSITION NO	0050197
CLASSIFICATION	UOM 5
SALARY	\$71,816 - \$82,488 p.a. (pro rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.5 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to 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.
CONTACT FOR ENQUIRIES ONLY	Gayle Coverdale Tel +61 3 90358590 Email gcove@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Working closely with the MSW Field Education Subject Coordinators, the Field Education Placement Officer ensures that all administrative tasks associated with running social work placements are undertaken in accordance with School requirements and consistent with Faculty and University policy and procedure.

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

A high degree of judgment and discretion is required for this position as it is dealing with students placed in settings remote from campus working directly with individuals, families, groups and communities. 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 field education 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 School of Health Sciences. The role reports to the Academic Programs Manager, School of Health Sciences.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

- ▶ Coordinate placement processes in consultation with Field Education Subject Coordinators including; coordination of requests & offers for placement, assist with the allocation of students to placements and assist with tasks related to the recruitment of field education placements
- ▶ Manage day-to-day queries from students, field educators, tutors and other external stakeholders relating to placement allocations and rostering with expediency, accuracy and courtesy, referring complex queries to the Field Education Subject Coordinators, as required
- ▶ Manage the collection of student assessment documentation and assist the Field Education Subject Coordinators with review of assessment documentation as required
- ▶ Under the direction of the Field Education Subject Coordinators, prepare and distribute communication to students, tutors and field educators, ensuring all necessary information & documentation relating to placements are provided in a timely manner
- ▶ Coordinate and maintain efficient systems and processes relating to students' 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 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, field educator, and organisational profiles as required. Provide support (phone, email, face-to-face) to students and field educators with day to day enquiries related to the databases as required
- ▶ Assist the Field Education Subject Coordinators with the organisation and preparation of events when required
- ▶ Assist the Field Education Subject Coordinators 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 School of Health Sciences
- ▶ Ad hoc duties commensurate with the position as directed by the Supervisor.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Undergraduate qualifications in a relevant discipline and or equivalent mix of education and relevant experience.
- ▶ Effective communication skills, both written and oral
- ▶ 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 for the purpose of positive organisational outcomes.
- ▶ Demonstrated ability to undertake and complete 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 Student One or other key Student and Client management system.
- ▶ High-level computer skills, particularly in relation to Microsoft Excel, Work and Outlook.

2.2 DESIRABLE

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

3. Job Complexity, Skills, Knowledge

3.1 PROFESSIONAL AND ORGANISATIONAL

- ▶ 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

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 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.

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:

<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.

6. Other Information

6.1 ORGANISATION UNIT

<http://healthsciences.unimelb.edu.au/departments>

6.2 BUDGET DIVISION

<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 \$628m with approximately 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.

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 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>

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.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

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.

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