



POSITION DESCRIPTION

Department of Audiology and Speech Pathology
Faculty of Medicine, Dentistry & Health Sciences

Clinical Education Coordinator - Speech Pathology

POSITION NO	0059460
CLASSIFICATION	Level B
SALARY	Level B - \$114,645 - \$136,136 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time and Part time hours considered
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-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	Elaina Kefalianos Email preferred in the first instance with phone call follow-up: Tel +61 3 8344 4859 Email ekefalianos@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

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

This position will be responsible for the coordination of clinical placements in the Master of Speech Pathology Course at The University of Melbourne. The successful applicant will organise student clinical placements throughout the course and be responsible for coordinating student placement assessment.

This role includes liaison with clinical education partners across hospitals, education, private practices and community clinics. The successful applicant will develop and maintain strong partnerships and will expand opportunities for student clinical learning, ensuring the ongoing sustainability of clinical education. The successful applicant will also contribute to excellence in clinical teaching and support and provide ongoing professional education and training for clinical educator partners. The position reports to the Course Coordinator in Speech Pathology.

The position is based in modern facilities, located centrally in Melbourne, on Swanston Street. As a member of the Melbourne School of Health Sciences, the candidate will be required to support the broad ethos of the School and the School's compliance with University policies and procedures, including environmental health and safety. The Department is committed to providing high quality clinical education to our Masters of Speech Pathology students.

1. Key Responsibilities

1.1 ESSENTIAL

- ▶ Responsibility for coordination of student clinical placements, working alongside the Clinical Placements Officer to ensure that placements meet student learning needs, compliance and accreditation requirements;
- ▶ Provide support to students and clinical educators in relation to clinical placements, including management of marginal students who require extra support;
- ▶ Contribute to coordination and supervision of students on 'pre-clinical' placements;

- ▶ Contribute to coordination and delivery of clinical practice / simulated learning workshops
- ▶ Contribute to the ongoing development of the clinical education program in the Master of Speech Pathology program, with support from senior staff members;
- ▶ Maintain up-to-date information about the clinical education program as required for Accreditation of the Master of Speech Pathology degree.

1.2 ENGAGEMENT

- ▶ Strengthen and manage existing partnerships and establish new partnerships with external clinical education partners;
- ▶ Contribute to training of clinical educators and speech pathologists, including COMPASS™ training;
- ▶ Engage in activities promoting the discipline in the wider University and external communities, through participation in activities such as Graduate Information Week, Open Day, and others.

1.3 LEADERSHIP AND SERVICE

- ▶ Make active contributions to Department, School and Faculty meetings and committees;
- ▶ Contribute to the revision of internal clinical placement organisation processes to increase efficiency;
- ▶ Other duties commensurate with the position as directed by the Course Coordinator in Speech Pathology

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Bachelor or postgraduate degree in Speech Pathology or equivalent, with eligibility for membership of Speech Pathology Australia;
- ▶ Demonstrated knowledge and understanding of speech pathology management and clinical service provision across a range of clinical settings;
- ▶ Experience in provision of clinical education to speech pathology students and a demonstrated understanding of student competency assessment in speech pathology;
- ▶ Experience in coordination of clinical placements at University or workplace level;
- ▶ Experience in teaching, tutoring, provision of workshops, professional development seminars or similar, including development of teaching materials and assessment materials;
- ▶ A high level of organisation skills, with the ability to work proactively, independently and collaboratively in a team to achieve goals and meet agreed deadlines;
- ▶ Exceptional written and verbal communication skills, including the ability to develop strong professional networks and to maintain positive working relationships with a range of stakeholders.

2.2 DESIRABLE

- ▶ A sound understanding of trends and issues in speech pathology at regional and national levels, including issues in the current clinical education context;
- ▶ Previous experience with aspects of academic administration such as subject coordination, course advice, examinations or equivalent;
- ▶ Previous experience in fostering initiatives to advance equity or diversity in speech pathology (e.g. initiatives relevant to international students or engagement with the indigenous community/students/healthcare considerations);
- ▶ Demonstrated interest in professional and community engagement, such as roles on professional committees or boards, involvement in accreditation processes, roles in supporting community groups or charity organisations related to the vocation of speech pathology.

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check and a Police Check;
- ▶ A current driver's license;
- ▶ Occasional work out of ordinary hours.

3. *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.

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:

<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.

5. Other Information

5.1 AUDIOLOGY AND SPEECH PATHOLOGY

<https://healthsciences.unimelb.edu.au/departments/audiology-and-speech-pathology>

The Department of Audiology and Speech Pathology is a research and teaching department within the Melbourne School of Health Sciences, in the Faculty of Medicine, Dentistry and Health Sciences. Our Department offers graduate-entry Masters Courses in both Speech Pathology and Audiology. The Department of Audiology and Speech Pathology has an international reputation in pioneering research in speech sciences including discovery of genetic causes of speech disorders and development of biofeedback treatments for progressive neurological diseases and has strong research links with the Murdoch Children's Research Institute.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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. Insert information about Faculty/Division

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>