STUDENT PLACEMENT COMPLIANCE OFFICER

DEPARTMENT/UNIT          School of Primary and Allied Health Care
FACULTY/DIVISION         Faculty of Medicine Nursing and Health Sciences
CLASSIFICATION          HEW Level 5
WORK LOCATION            Peninsula campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The School of Primary and Allied Health Care (SPAHC) is a newly established school with an organisational hub at the Peninsula campus. The School aims to be Australia’s leading centre of primary and allied health care education and research, building on existing strengths in emergency medicine, physiotherapy and occupational therapy by integrating new research areas, including; rehabilitation, addiction and family violence. The SPAHC is a leader in primary and allied care research, teaching and service. The School provides high quality primary care programs at undergraduate and graduate entry levels, specialised professional graduate coursework programs and higher degrees by research. The School currently includes the Departments of General Practice, Community Emergency Health and Paramedic Practice, Occupational Therapy, Physiotherapy, Social Work and Medical Imaging and Radiation Sciences.
The School’s Departments and Centres are situated across the Caulfield, Clayton, Peninsula and Notting Hill campuses. Planning is underway to bring two new Centres within the School: a Centre for Addiction Research and Recovery and an Integrated Rehabilitation Research Centre. For more information about us and the work we do, please visit: www.med.monash.edu.au/sphc/.

POSITION PURPOSE

The Student Placements Officer is responsible for administering student placement compliance across all departments of the School of Primary and Allied Health Care; supporting the review, development and implementation of processes and procedures associated with meeting internal and external requisites for student placement.

The incumbent will assist with the provision of high-quality, customer-focused service in relation to student/clinical placement administration activities, providing accurate and timely advice to students and staff within the School based on course and university policy/process requirements.

This role also provides general support to the Placement Administration Team, engaging in project work for the Student Placements Team Leader as required, and backing up discipline-focused placements roles within SPAHC and placement agreement and finance functions during periods of peak workload and staff absence.

Reporting Line: The position reports to Student Placements Team Leader under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide broad-based administrative support to the Student Placements Office; act as the initial contact point for compliance enquiries from student, staff and external stakeholders, and manage and communicate placement compliance status reports within the School

2. Maintain student placement records in accordance with University policy and compliance requirements, including management of relevant fields, functions and documents in InPlace, Placeright, ClinConnect and other placement systems, advising students on self-upload and other database functions for placement compliance, and verifying student submissions to ensure that requirements are met

3. Follow designated procedures in regard to non-compliant student follow-up and escalate/consult as required regarding complex matters

4. Liaise and coordinate with key internal and external stakeholders including Academic Fieldwork Coordinators, the University Health Service, students, placement providers and external compliance providers to ensure consistent and up-to-date provision of information

5. Create and update student compliance presentations, and clearly written communications and procedures for students and staff

6. Support the implementation of new projects and streamlined processes across the School regarding the administration of Student Placements

7. Provide general discipline support within the SPAHC Student Placements Administrative Team, especially in relation to provider agreement and finance functions and at times of peak workload and staff absence
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated administrative experience, preferably with a working knowledge of student placements and regulations relating to student placements within a tertiary environment and/or health discipline

3. Demonstrated commitment to quality service, effective stake-holder liaison and high level customer-service, including the ability to provide appropriate, clear and accurate advice, and the capacity to interpret and implement processes, procedures and systems

4. Demonstrated ability to provide comprehensive and efficient administrative support to senior staff, as well as the ability to work under broad direction both independently and as part of a team in a collegiate manner

5. Good interpersonal, written and verbal communication skills including demonstrated ability to interact effectively with a wide range of people from diverse social and cultural backgrounds, including the ability to maintain strict confidentiality and communicate in a sensitive manner

6. Excellent organisational and self-management skills with the ability to pay attention to detail, plan administrative tasks effectively, work to tight deadlines and take initiative

7. Demonstrated skill in using data systems and software packages including Microsoft Suite

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.