POSITION DESCRIPTION

Position Title: Placements Administration Manager
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: 3041966
Type of Employment: Fixed term for three (3) years
Classification: Hew Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing and Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for the Business and Economics of Health
- Centre for Youth Substance Abuse Research
- Recover Injury Research Centre
- Queensland Alliance for Environmental Health Sciences
- Poche Centre for Indigenous Health

Information about the Faculty may be accessed on the Faculty’s web site at http://www.habs.uq.edu.au/

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

**DUTY STATEMENT**

**Primary Purpose of Position**

The position has operational responsibility for the administration of placements across the Faculty including responsibility for collaborating with stakeholders across the Faculty’s six schools to understand, in detail, how placements are administered in each discipline. The position will develop networks and processes that best utilise existing resources across schools, while increasing the visibility of student placements and enabling UQ to comply with relevant mandatory requirements.

The position will work with the Associate Dean (Academic), Interprofessional Education Academic Lead, Heads of School, Program Directors and administrative staff, as well as relevant central units, to develop policy, innovation and strategy to support placements within the Faculty.
Duties

Duties and responsibilities include, but are not limited to:

- Manage, develop and enhance the operational administration of placements across the Faculty, ensuring best practice strategies are utilised throughout schools and disciplines.
- Provide high-level advice to School and Faculty staff, in respect to issues affecting local, interstate, rural and international clinical placements, including insurance, police checks and the enterprise placement management system.
- Negotiate and coordinate placement agreements with placement sites for all of the Faculty’s academic disciplines, ensuring complex issues such as insurance implications and specific academic discipline differences are considered.
- Develop and implement innovative and cost-effective student placement models, including interprofessional/collaborative care opportunities.
- Develop and manage strategies to promote strong working relationships with placement sites.
- Develop and maintain a network of HaBS placement stakeholders, across all schools within the Faculty.
- Work with placement stakeholders to review and continuously improve the administrative processes used to support student placements, across all of HaBS’ disciplines.
- Identify and problem solve a variety of issues regarding the sourcing of placements.
- Consult with the University’s Legal and Insurance areas to address and resolve complex issues as they arise.
- Collect, analyse, and report on data relating to clinical placements, to enable the Faculty to undertake strategic planning and decision-making.
- Work with relevant staff to develop and maintain a reliable and effective strategy to capture and monitor the costs of clinical placement to the Faculty.
- Represent the University on internal and external working groups/committees relating to clinical placements and advise University staff on developments that may affect student placement.
- Contribute to the development and implementation of University policies and procedures relevant to placement of students.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Faculty Executive Manager and works closely with the Associate Dean (Academic), Faculty of Health and Behavioural Sciences.

SELECTION CRITERIA

Essential

- Postgraduate qualifications in a health or behavioural science discipline or progress towards postgraduate qualifications and extensive relevant experience (in clinical practice and/or clinical education) OR extensive experience and management experience OR an equivalent combination of relevant experience and/or education/training.
- Demonstrated understanding of the demands and opportunities within a complex and multidisciplinary clinical and/or teaching environment.
- Demonstrated experience working in a management, administrative or project role including experience in negotiating positive outcomes with multiple stakeholders.
- Demonstrated ability to critically review processes and policies, making recommendations where required.
- Experience with, or demonstrable commitment to, interprofessional education and/or practice.
- Strong organisational skills in managing multiple priorities and deadlines.
- Strong written, verbal and negotiation skills, including the ability to communicate effectively with a range of audiences in the health and tertiary education sectors.
- Demonstrated experience in managing large datasets, including the use of databases.

Desirable

- Demonstrated experience in the health sector, particularly if this involved working with students on placement or liaising with universities re placements.
• An understanding of the issues facing the health sector, including the challenges related to placement of students.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.