

## POSITION DESCRIPTION

<b>Position Title:</b>	Coordinator, Placement Administration
<b>Organisation Unit:</b>	Student and Academic Administration - Faculty of Medicine
<b>Position Number:</b>	3048405
<b>Type of Employment:</b>	Full-time, Continuing Appointment
<b>Classification:</b>	HEW Level 7

## 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://uniquet.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 Medicine**

The University of Queensland's Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost \$300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia's largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia's largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children's Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.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 primary purpose of this position is to coordinate the Faculty of Medicine placement administration function to ensure the delivery of high quality client focused administrative and professional services to support the University's placement administration activities under the direction of the Senior Manager, Student and Academic Administration.

The position is also responsible for providing ongoing training and support to Faculty staff in the management of processes associated with placement administration and the effective use of relevant corporate systems.

## Duties

Duties and responsibilities include, but are not limited to:

### Resource Management

- Provide day to day supervision to professional staff in the faculty's placement administration team, including management of work flow, workloads, proactive leave management, general supervision, performance appraisal processes and associated training and development activities;
- Develop, implement and maintain an effective staff training program, including induction, and procedural documentation for placement administration staff across the Faculty, Schools and Clinical Units; and
- Manage the provision of on-site support to administration teams as required, such as during periods of staff absences in Schools/Teaching Units.

### Placement Administration:

- Provide high level advice and support to students, staff and stakeholders within the University policies and procedures framework, Faculty guidelines and relevant legislation in relation to student placement matters;
- Coordinate, develop and enhance the operational administration of placements across the Faculty, ensuring best practice strategies are utilised with a focus on continuous improvement
- Coordinate the execution and recording of student placement agreements, ensuring complex issues such as insurance, institutional risk and specific academic discipline differences are considered;
- Implement strategies to promote strong working relationships with the Faculty's partners including domestic and international placement providers and the Faculty's international student body
- Identify, monitor, report on and escalate risks and issues as appropriate, including thorough investigation of issues, and drafting advice and recommendations
- Coordinate the review of procedures and processes, ensuring they are fit for purpose to maximise efficiency, recommend improvements where identified and implementing agreed change;
- Collaborate and liaise with colleagues from other Faculties, Schools and Central Administration on placement related matters;
- Review the accuracy of information in University databases, websites and publications, including study guides, faculty website, UQ Answers and information sheets;
- Any other duties as reasonably directed by your supervisor.

### **General Administration**

- Provide secretarial support and draft responses to appeals and grievances, including policy interpretation and advice, as they relate to placement administration;
- Act as secretary to committees and working groups, including the preparation of agendas and minutes and undertaking research into matters considered by the committees and working groups, as required;
- Represent the Faculty on University working parties and other committees as required; and
- Attend events, programs and functions, during as well as outside normal business hours as required.

### **Location and Travel**

- The Faculty of Medicine is based at the Herston campus, some travel between campuses and other locations may be required.

### **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 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 Senior Manager, Student and Academic Administration within the Faculty of Medicine.

### **SELECTION CRITERIA**

- A degree with at least 4 years subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training;
- Substantial, demonstrated experience in the interpretation and application of university rules, policies and procedures relating to student and academic administration;
- High level of computer proficiency in Microsoft applications and corporate systems, including student information systems such as SI-net or similar administrative programs relating to student and academic administration;
- Experience with supervising staff in a high volume, service orientated environment, including the planning, organising, performance management, recognition and development of staff;
- Ability to work under pressure and manage competing priorities as well as exhibit initiative and sound judgement in fast paced client service environment;
- Highly developed interpersonal communication, negotiation, and conflict resolution skills;

- Demonstrated high level written and oral communication skills including analysing information and data critically, report writing and preparing advice for senior staff and committees;
- Demonstrated capacity for identification and analysis of issues, innovative problem solving and improvement of administrative systems and procedures;
- The ability to work collaboratively and effectively within the team and across other organisational units;

**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.**