POSITION DESCRIPTION

Position Title: Placements Coordinator
Organisation Unit: Faculty of Health and Behavioural Sciences
Position Number: TBA
Type of Employment: Full Time, Fixed Term until 31 December 2021
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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

**Organisational Environment**

The Faculty of Health and Behavioural Sciences (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of six schools and six research centres, viz:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- POCHÉ Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

Information about the Faculty may be accessed on the Faculty's web site at www.habs.uq.edu.au.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

**DUTY STATEMENT**

**Primary Purpose of Position**

This position will coordinate placements and work integrated learning (WIL) across the Faculty including responsibility for collaborating with stakeholders across the Faculty's six schools. This position will develop, implement and coordinate the continuous improvement of work practices and procedures, drawing from best practice ideas from across Schools where appropriate. The position will develop networks and foster cooperation to promote a student centred culture that delivers high quality and responsive levels of service.

**Duties**

Duties and responsibilities include, but are not limited to:

**Reviewing and Planning**

- In collaboration with relevant stakeholders, analyse and review WIL trends and work processes and develop and implement opportunities for improvement.
• In consultation with the Senior Manager, Work Integrated Learning and other relevant stakeholders, analyse risks and implement risk mitigation strategies in relation to work integrated learning (WIL) for all planned WIL activities.
• Support and facilitate Faculty training for external provider supervisors. Analyse and develop opportunities to add value to providers in lieu of payment.
• Collaborate with WIL staff across the Schools to ensure placement planning and management is effectively coordinated.

Human Resource Management
• Foster cooperation and efficient teamwork in order to promote a positive student-centered culture that delivers high quality and responsive levels of service.
• Oversee the processes of staff review, performance appraisal and development for the Faculty WIL team.
• Monitor workloads and deployment of staff to ensure maximum staffing flexibility while ensuring quality service delivery.

Administration
• In consultation with the Senior Manager, Work Integrated Learning, provide support for placement agreements through to resolution, including non-standard agreements and the coordination of agreements for providers across multiple schools and /or faculties.
• Analyse, document and develop WIL guidelines and local Standard Operating Procedures (SOPs) to ensure transparency and clear guidance to the management of WIL across the Schools.
• Provide direction and support on the utilisation of the available placement system(s) to ensure the systems are incorporated into WIL processes.
• Analyse student compliance trends and implement strategies for greater compliance, including liaison with central UQ immunisation teams and coordination of exemption process.
• Collect, analyse and report on data relating to WIL.
• Any other duties as reasonably directed by your supervisor.

Other
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o The University’s Code of Conduct.
  o 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.
  o The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
  o 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 Manager, Placements/Work Integrated Learning, Faculty of Health and Behavioural Sciences.
SELECTION CRITERIA

- A degree in a health or behavioural science discipline and relevant postgraduate qualifications (or progress towards postgraduate qualifications) and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to lead, manage and support work teams and develop an environment that supports quality principles and continuous improvement of services.
- Demonstrated understanding of the demands and opportunities within a complex and multidisciplinary clinical and/or teaching environment.
- Demonstrated strong problem solving skills and analytical ability; including an ability to critically review policies and processes, making recommendations for improvement with subsequent implementation.
- Demonstrated expertise and understanding of interprofessional education and/or practice and work integrated learning.
- Excellent written and oral communication and interpersonal skills including the ability to negotiate positive outcomes with multiple stakeholders.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

Desirable

- Demonstrated experience in the health sector, particularly if this involved working with students on placement or liaising with Universities regarding placements.

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 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 recruitment@uq.edu.au.