POSITION DESCRIPTION

Position Title: Placement Coordinator (Honours)
Organisation Unit: School of Psychology
Position Number: TBA
Type of Employment: Full Time, Continuing
Classification: 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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:
- 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 Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: [http://habs.uq.edu.au/](http://habs.uq.edu.au/).

**School of Psychology**

The School of Psychology is one of the most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research.

Information about the School may be accessed on the School website at [https://psychology.uq.edu.au/](https://psychology.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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary purpose of the position is to manage existing placement partnerships and develop new placement opportunities with external bodies for the UQ Psychology Honours
Program, ensuring a diverse scope of placements across sub-disciplines, particularly as they relate to the School’s postgraduate programs.

**Duties**
Duties and responsibilities include, but are not limited to:

**Placement Management**

- Identify, develop and manage new placement opportunities to accommodate current and future course enrolments by actively identifying new and innovative opportunities with external partners, gaining partner buy-in, and securing a pipeline of placements to accommodate for attrition, growth or other changes that may occur in the placement cohort.
- Manage and retain existing placement partnerships with university, industry, alumni and community partners.
- Identify potential issues or risks associated with the placement program and provide solutions to mitigate risk.
- Manage the diversity of placements across sub-disciplines of psychology (health psychology, clinical psychology, organisational psychology, sports psychology) so that they adequately reflect the breadth and depth of possible career paths in psychology, as they relate to the School’s postgraduate programs.
- In conjunction with the Course Coordinator, support students throughout the placement lifecycle including assessment, matching, on-boarding, placement and evaluation.
- Develop and maintain key resources to support students and placement partners (e.g., course handbook; placement partner guide).
- Measure and evaluate relevant program-level outcomes for students and placement partners, identifying opportunities for continuous improvement and course enhancement.

**Collaboration & Engagement**

- Identify opportunities to market the success of the program, both to prospective students, placement partners, and key internal stakeholders, using available market and industry research to identify current and future trends.
- Work collaboratively with the Teaching Team, including the Course Coordinator, Tutors, Honours Coordinator and Honours Administrator to ensure the Placement Course continues to be successful and mutually beneficial.
- Collaborate on relevant matters with other School and Faculty Placement Managers.
- Coordinate events that support the delivery of the placement course (e.g., launches, information sessions, poster presentation days, and industry partner functions).

**Compliance & Risk Management**

- Interpret and apply relevant complex policy, procedures, legislation and registration requirements to the placement program while modifying and adapting procedures.
- Maintain accurate and up-to-date records to comply with UQ policies and procedures.
- Develop, if necessary, deed and placement agreements beyond that of the standard suite of agreements with external partners and the legal office.
- Undertake all risk assessments for placements and understand all pre-placement requirements where required.
- Manage broader institutional risks associated with conducting student placements, including reputational risks and compliance with relevant legislation (e.g., Fair Work Act; Work Experience Act) in conjunction with the Honours Teaching Team,
Stay abreast of industry trends and any regulatory, legislative or accreditation changes that may affect the future provision of the program, providing information and suggested strategies to the Honours Teaching Team, Head of School and School Manager.

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 directly to the School Manager and works closely with the Honours Teaching Team.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree in a relevant area with at least 4 years relevant experience or an equivalent combination of relevant experience and/or education/training.
- High level organisational and coordination skills.
- High level interpersonal and communication skills, including the ability to negotiate and liaise with industry partners from a broad range of disciplines.
- Demonstrated capacity to make new contacts and build effective working relationships with those key personnel in relevant external organisations.
- Demonstrated ability to work independently, to exercise good judgement, to set priorities, meet deadlines, to initiate and follow up actions and to take responsibility for decisions, within existing guidelines.
- Well-developed computer skills, with the ability to work effectively with a range of programs, including UQ corporate systems.

Desirable

- Experience in an academic setting.
- Qualifications in psychology.
- Registration or endorsement as an organisational psychologist, or training in business psychology.
- An understanding of the different sub-disciplines in psychology, possible career pathways and relevant regulatory frameworks.

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.

Accessibility requirements and/or adjustments can be directed to habs-hr-advisory@uq.edu.au.