POSITION DESCRIPTION

Position Title: Placements Manager, Health Psychology
Organisation Unit: School of Psychology
Position Number: 3026563
Type of Employment: Part time (0.5 FTE), Continuing
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim 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 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, 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

Information about the Faculty may be accessed on the Faculty’s web site at http://www.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 web site at www.psy.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 the position is to manage existing and develop new placements, with a particular focus on health placements, to ensure that students in the Master of Psychology program achieve professional practice competence. A secondary role is to contribute to the supervision of postgraduate Health Psychology students within placement settings.

Duties

Duties and responsibilities include, but are not limited to:

- Participate in the selection of students into the program and ongoing evaluation of practitioner development.
- Assist with the orientation of new students into the program (e.g., assisting students to obtain probationary registration, delivery of orientation sessions, preparing Supervised Practice Plan documentation, conducting mandatory group supervision sessions).
- Manage existing Health Psychology placement sites, including student matching, liaison with field and sessional supervisors, evaluation, and enhancement of experience for all stakeholders.
- Liaise and negotiate with the Consortium, Queensland Health and Clinical Educators regarding development and allocation of placement sites.
- Develop new placement sites to meet increased demands and take advantage of new opportunities.
- Maintain accurate and current records regarding student progress, deeds/placement agreements, risk assessments etc.
- Meet the requirements of the University in regards to student enrolment, grade finalisation and other relevant course management duties.
- Assist in ensuring that the placements provide suitable levels of training and adhere to the requirements set out by the Psychology Board of Australia, the Australian Psychology Accreditation Council, the Australian Psychological Society and the relevant Australian Psychological Society Colleges.
- Assess students’ competence and monitor their progress throughout the degree.
- To facilitate a two hour supervision and case conference seminar with MPsych Health stream students once a week.
- Provide and facilitate communication between the Health Psychology stream and the School of Psychology student administration office regarding the placement courses.
- In consultation with the Program Director, liaise with the Psychology Board of Australia regarding issues relating to supervision.
- Ensure that students enrolled in relevant courses meet the required hours of supervision, and provide additional supervision as required.
- Management of risks associated with placements, including health and safety risks as well as reputational risks.
- To manage Health stream students on placement in both Health and General placement courses.
- Identify issues (e.g., changes to legislation) that may affect the future provision of placements, and provide information and suggested strategies to the Program Director for the Master of Psychology and to the Head of School.
• Work collaboratively with the Master of Psychology Placement Managers for Counselling/General and Sport, as required.
• Collaborate on relevant matters with placement managers in other Psychology programs in the School.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• 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.

Note: The successful candidate will be required to hold a blue card as part of the working requirements for this position.

Reporting Relationships
The position reports directly to the Director of the Master of Psychology program, and works closely with the other placement managers in the program.

SELECTION CRITERIA

Essential

• A degree in Psychology with at least four years subsequent relevant experience; or
• An equivalent combination of relevant experience and/or education/training.
• Registration as a psychologist in Australia.
• A minimum of two years’ professional experience working as a psychologist, preferably in a health psychology context.
• Endorsement in Health Psychology with the Psychology Board of Australia, or currently undertaking the registrar program for endorsement.
• Knowledge of current evidence-based approaches in Psychology practice, clinical education issues and accreditation requirements as related to professional training in Psychology.
• The capacity to make new contacts and build effective working relationships with
those key personnel in relevant external organisations who can provide relevant professional supervision and placement opportunities for health psychology students.

- High level interpersonal and communication skills, including the ability to negotiate and liaise with psychologists and psychologists in training within the University and with external bodies.
- Familiarity with the field of health psychology, including relevant organisations and practitioners.
- 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.
- Good computer skills, with the ability to work effectively with technology systems and master software applications.

**Desirable**

- Eligibility to supervise provisional psychologists within a higher degree program.
- Experience in an academic setting.

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 the contact person listed in the job advertisement.