## Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Practica and Skills Training Co-ordinator and Supervisor</th>
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<tbody>
<tr>
<td>HEW Level:</td>
<td>8</td>
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<tr>
<td>Faculty/Office:</td>
<td>Faculty of Human Sciences</td>
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<tr>
<td>Department/Team:</td>
<td>Psychology</td>
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<td>Date:</td>
<td>June 2018</td>
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### Position Purpose:
To manage all aspects of the practica skills training and the field placement requirements of students of the MQ Master of Professional Psychology Program.

### ORGANISATIONAL CONTEXT

Macquarie’s Faculty of Human Sciences holds a distinctive place on the global stage. With several internationally acclaimed centres producing ground-breaking research in areas like linguistics, psychology, cognitive science and education, our faculty is a place of passionate educators and unbridled discovery. Supported by state-of-the-art facilities including the Australian Hearing Hub, we work together to investigate and answer some of the big questions about what makes us human.

The Department of Psychology offers undergraduate and postgraduate degree programs that are pathways to becoming a registered psychologist, including the fifth year general education in the professional practice of psychology, which results in the graduate obtaining the basic skills needed to prepare for the final year of supervised practice before gaining registration. Also on offer are Masters programs that lead to membership of specialist colleges of the Australian Psychological Society and Endorsement with AHPRA. The department has pathways to exciting research careers in psychology. Our undergraduate students have access to expert staff and up to date technologies.

### ORGANISATION CHART

- **Head of Department, Psychology**: Direct report to member of Executive
- **Director, Master of Professional Psychology**
- **Practica and Skills Training Coordinator and Supervisor**
**KEY ACCOUNTABILITIES**

- Build and manage relationships with placement organisation staff to source appropriate placement opportunities for students enrolled in the Program.
- Advise students on appropriate placement opportunities that meet relevant professional standards such as those relating to assessment, observation and direct client contact.
- Coordinate the allocation of appropriate supervision for the placement component of student practica skills training aligned with relevant professional standards, including facilitating the appointment of placement supervisors as Adjunct Supervisors within the Department of Psychology.
- Monitor and assess students' performance and progress on field placements and other components of practice skills training against relevant professional standards.
- Provide supervision to students either in small groups or individually.
- Update and maintain practica skills training documentation and information for record-keeping and audit purposes.
- Provide advice and resolve issues and complaints regarding the field placement component and/or other components of practica skills training related to students, Adjunct Supervisors and/or Placement Organisation staff when they arise.
- Develop and implement practica skills training programs to meet the learning needs of students, in accordance with relevant professional standards.
- Contribute to the development of policies, systems, processes and procedures related to the Program.
- Provide information and advice to staff, students and/or external stakeholders on policies, systems, processes and procedures relating to the Program.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

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<th>POSITION CONTEXT</th>
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<td>Reports to:</td>
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<td>Positions</td>
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<td>Reporting to:</td>
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<td>Key Direct</td>
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<td>Clients:</td>
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<td>Other Key</td>
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<td>Relationships:</td>
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<td>Budget</td>
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<td>Accountability:</td>
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<td>Role-specific</td>
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<td>Conditions:</td>
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<td>Scope and</td>
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<td>autonomy:</td>
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<td>Problem solving:</td>
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**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Change Focus</strong>: Adapting to new situations and dealing with change.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Assertiveness</strong>: Being willing to openly express ideas and opinions and justify these when questioned.</td>
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<tr>
<td><strong>Service Focus</strong>: Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
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<tr>
<td>REQUIRED KNOWLEDGE</td>
<td>KEY EXPERIENCES</td>
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<tr>
<td>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</td>
<td>Practical experiences and exposure to specific environments or activities related to successful performance.</td>
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<td>Computer skills including Microsoft Office, internet and email.</td>
<td>Experience in supervising Psychology students enrolled in the 5 + 1 Professional Psychology pathway to registration program.</td>
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<td>Knowledge of the Psychology Board of Australia requirements for registration as a psychologist</td>
<td>Approval as a supervisor for the 5 + 1 program.</td>
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<td>Knowledge of the Australian Psychology Accreditation Council standards for the 5th year program</td>
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<th>ACQUIRED KNOWLEDGE</th>
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<td>Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</td>
<td>Knowledge of the Faculty’s functions and structure.</td>
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<tr>
<td>Knowledge of the Faculty’s policies, systems, processes and procedures.</td>
<td>Knowledge of the Faculty’s functions and structure.</td>
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<td>Knowledge of how the University works and how relevant functions across the University interrelate.</td>
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