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## POSITION DESCRIPTION

# Supervising Psychologist & Placement Coordinator

Faculty/Division	Science
Classification Level	Professional 8
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00200917
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	13 August 2024

### Position Summary

The Supervising Psychologist and Placement Coordinator is responsible for the supervision and training of provisional and registered psychologists at UNSW psychology clinics, and for leading and managing the Workplace Integrated Learning (WIL) components of the Master of Clinical Neuropsychology program within the School of Psychology, Faculty of Science.

This role manages and coordinates key strategic components of the Master of Clinical Neuropsychology program student WIL placements in collaboration with academic staff to achieve learning and teaching strategies of the program.

The role reports to the Master of Clinical Neuropsychology Program Director and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Provide individual and group supervision to students on placement in the Neuropsychology Clinic at UNSW, and other affiliated clinics, as well as coordination and supervision of group programs.

- Manage learning and evaluate development of provisional and registered psychologists by observing, guiding and providing feedback on interactions with clients.
- Provide feedback to the Clinic Director regarding student competencies and performance.
- Ensure the provision of high-quality neuropsychological assessment, treatment and management of clients in the care of the Neuropsychology Clinic and affiliated clinics are maintained, with oversight of caseloads.
- Contribute to the management of activities within the clinics including administrative tasks, program administration, evaluation, and reporting, in collaboration with program staff.
- Develop clinic protocols and resources, and provide high level advice influencing the policies, procedures and strategic direction of the clinic and Master's program.
- Develop, coordinate and maintain a network of suitable placements for trainees in the Masters of Clinical Neuropsychology.
- Develop and maintain relationships with placement providers and supervisors to achieve positive outcomes via student placement allocation and student competency development.
- Manage all aspects of Workplace Integrated Learning (WIL) processes and compliance requirements for the Master of Clinical Neuropsychology program.
- Through expert knowledge and research, take responsibility for identifying new opportunities for collaboration, within industry and profession, to enhance the Master of Clinical Neuropsychology program
- Monitor, manage and support learning progression with students as individuals (through such things as one-to-one consultation) and as a cohort (through general course related advice) to achieve positive learning and employability outcomes for students.
- Represent Master of Clinical Neuropsychology program at benchmarking and stakeholder meetings associated with placement coordination.
- Participate in and contribute to relevant quality improvement programs and governance meetings associated with the Master of Clinical Neuropsychology program.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

## **Skills and Experience**

- A postgraduate level qualification in Clinical Neuropsychology with significant relevant post qualification experience.
- Registered as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) with endorsement in Clinical Neuropsychology and recognised by the Psychology Board of Australia as a Board approved supervisor.
- Demonstrated experience in Clinical Neuropsychology practice over 5-years post-endorsement.
- Significant demonstrated experience in supervision of Provisional and/or Registered Psychologists, including Clinical Neuropsychology Registrars.
- Strong clinical neuropsychology skills with respect to cultural consideration of clients, risk assessment, clinical intervention with a variety of client presentations.

- Excellent written and verbal communication skills, especially in relation to provision of effective feedback, with a high level of attention to detail for deliverables produced.
- Sound stakeholder management skills, with the ability to influence and liaise effectively with a range of stakeholders to ensure successful outcomes.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively, flexibly, and productively within a team, collaborating across disciplines and building effective relationships, and to take initiative and work independently while managing competing demands.
- Evidence of ability to support and inspire students from diverse backgrounds and support student equity diversity and inclusion initiatives.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

#### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.