

## Field Education Officer

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<b>College/Division</b>	College of Arts, Law and Education
<b>School/Section</b>	School of Social Sciences
<b>Location</b>	Hobart
<b>Classification</b>	HEO 6
<b>Reporting line</b>	Reports to Head of Discipline, Social Work

### Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Field Education Officer in the Social Work program in the [School of Social Sciences](#) which sits within the [College of Arts, Law and Education](#). We are a large multi-campus school specialising in Sociology, Criminology, Social Work, Politics and Policy, International Relations, Police Studies and Emergency Management. Students study with us across campuses in Hobart, Launceston and Burnie in Tasmania, at the Victorian Police Academy in Melbourne, and in Rozelle and Darlinghurst in New South Wales.

The Social Work program seeks to influence the capacity of the social care sector in Tasmania to address social justice challenges that are personally felt and that are global in nature. Our graduates have a distinctive skill set in entrepreneurial approaches enabling them to work collaboratively with a wide range of professions and services to design sustainable solutions to complex and persistent social problem. Professional experience is a fundamental and compulsory component for students to qualify as social work practitioners.

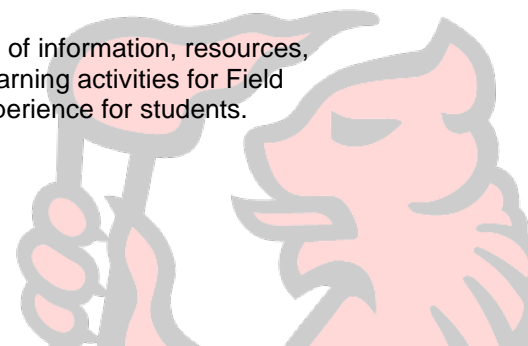
This professional appointment coordinates the Field Education component of the Social Work program across a region. This includes arranging and supporting the placement of undergraduate and postgraduate students with a focus on safety, developing and maintaining relationships with internal and external partners, working within and contributing to Field Education policies and procedures, and supporting field educators and liaison staff.

The position is at 0.6 full time equivalent (FTE).

**We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

- Coordinate, support and evaluate the Field Education component of the Social Work program in a designated area, including identifying placement opportunities, matching students to placements, conducting site visits, and resolving issues.
- Initiate and nurture connections with agencies to ensure student placements are facilitated, supervised and maintained in a timely manner and in accordance with regulatory and University requirements.
- Prepare students for field education placements through the provision of information, resources, workshops and seminars. In addition, provide support and facilitate learning activities for Field Educators and liaison staff to ensure a high-quality field education experience for students.



- Undertake administrative tasks associated with field education placements, ensuring accountability and compliance with University and regulatory requirements.
- Monitor, assess and report on student progress in the field education setting, including advising students on their learning and related needs and assisting in the resolution of issues.
- Undertake other duties as assigned by the supervisor.

#### **What We're Looking For (success criteria)**

- Eligibility for membership of the Australian Association of Social Workers (AASW).
- A degree in Social Work with at least 5 years full-time equivalent post qualifying practice experience as a social worker, including experience in field education.
- Demonstrated ability to liaise and communicate with a broad range of stakeholders in a professional and engaging manner.
- High level organisational and time management skills including the ability to work to tight deadlines.
- Highly developed negotiation and conflict resolution skills and the successful practical application thereof.
- Demonstrated high level working knowledge of computer applications including the Microsoft Office suite and student/client record management systems.

#### **Other position requirements (delete those not applicable)**

- Current Working with Vulnerable People registration (or to be obtained).
- Current 'C' class driver's licence or manual vehicle licence.
- Regular travel in the field and between campuses is required to deliver administrative and teaching and learning outcomes.

#### **University of Tasmania**

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*

