

Project Officer – Rural Student Support

College/Division	College of Health and Medicine
School/Section	School of Health Sciences/Centre for Rural Health
Location	Launceston / Latrobe / Burnie
Classification	HEO 6
Reporting line	Reports to Manager, Rural Health Multidisciplinary Training Program

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 culture 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.

The Australian Government Department of Health provides funding to the University through the Rural Health Multidisciplinary Training (RHMT) program. This funding is used to provide opportunities for health students to train in rural and remote communities. Specifically, the Program supports health students to undertake short- and long-term clinical placements in rural or remote locations via a network of rural training facilities, student accommodation and financial assistance to help with the costs incurred with rural training.

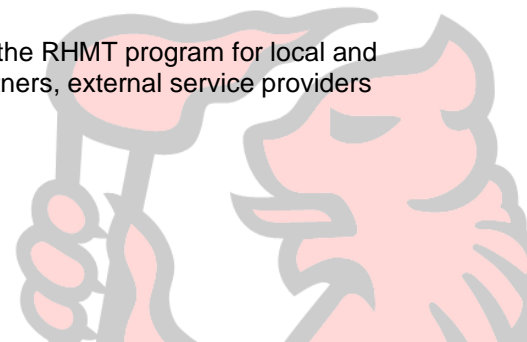
We are seeking to appoint a Project Officer – Rural Student Support to be responsible for the management of rural student accommodation and other support for students undertaking rural clinical placements across the state. The position is located within the [College of Health and Medicine](#).

A key focus for the Project Officer – Rural Student Support will be to streamline and integrate the systems and processes used to provide rural student support across health disciplines as well as with other University systems such as StarRes and InPlace. This will require the incumbent to work collaboratively with other RHMT, College and University staff, rural health service providers and external contractors.

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

- Promote and support rural/remote student placements in Tasmania across health disciplines within the parameters set by the Rural Multidisciplinary Training Program.
- Liaise with Professional Experience Placement teams within the College of Health and Medicine, to ensure student bookings and rural accommodation needs (by location and schedule) are met in a timely and efficient manner.
- Ensure the quality, amenity, safety and security of accommodation is maintained to an acceptable standard by working with the University’s Infrastructure Services Division, other members of the RHMT team and with external contractors and stakeholders to manage both planned and unplanned repairs, maintenance and improvements.
- Maintain positive relationships and act as first point of contact across the RHMT program for local and interstate university students on rural placement, accommodation partners, external service providers and other accommodation stakeholders.



- Review, refine and promote rural student support processes on an annual basis to ensure the currency of payment arrangements is maintained and students are fully informed about their entitlements and obligations.
- Ensure student placement data is entered into the required systems in a timely manner, to ensure transparency of information delivery and communication, and accurate data retrieval for Commonwealth reporting.
- Work collaboratively and proactively with the University's student accommodation and placement teams to establish effective mechanisms to integrate rural student support with other University accommodation and placement management systems.
- Monitor accommodation occupancy and provide advice to support planning budgeting and capital expenditure programs.
- Proactively seek to improve rural student support services through monitoring, review and evaluation.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- Completion of a Degree or Diploma in a relevant area, and/or extensive relevant experience in a project officer or similar role.
- Excellent interpersonal skills including the ability to establish and foster good working relationships and communicate clearly with a diverse range of people.
- Demonstrated ability to apply a systems thinking approach to problem solving coupled with high level skills in working with computer based systems and databases.
- High level organisational skills and accuracy with a strong attention to detail.
- Demonstrated high-level administrative and time-management skills including the ability to prioritise tasks and meet deadlines.
- Demonstrated ability to act independently with minimal supervision using initiative, judgement and discretion, as well as a capacity to work effectively and flexibly as a member of a team.

Other position requirements

- Current 'C' class driver's licence
- Regular intrastate travel

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.

