

## Administration Officer, Professional Experience Placement

---

<b>College/Division</b>	College of Health and Medicine
<b>School/Section</b>	School of Medicine Division of Paramedicine
<b>Location</b>	Sydney (Rozelle)
<b>Classification</b>	HEO4
<b>Reporting line</b>	Reports to Executive Director, NSW

### 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.

The Administration Officer - Professional Experience Placement position is based in the [Tasmanian School of Medicine](#) within the [College of Health and Medicine](#). The College of Health and Medicine brings together the Schools of Health Sciences, Nursing, Medicine, Pharmacy and Pharmacology, Psychological Science and the Menzies Institute for Medical Research and the Wicking Dementia Research and Education Centre. This structure enables the University of Tasmania to boost health and medical research performance, deliver evidence-based learning and practice, and transform health outcomes for the Tasmanian community.

The Professional team at the Rozelle campus incorporates a wide range of administrative and support service functions, including operating online and face to face, and contributes to a client focused service model providing quality customer service delivery to a variety of stakeholders.

Within the Sydney Professional team, the NSW Professional Experience Placement (PEP) team provides customer support to students undertaking placements and broader project management for all placement stakeholders.

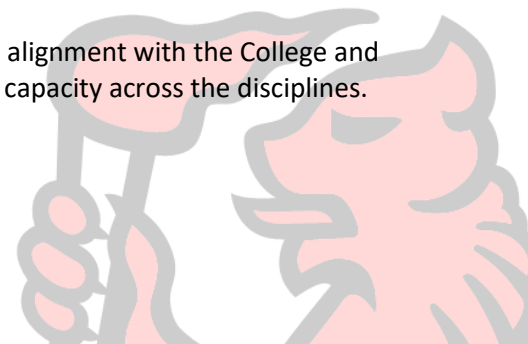
The incumbent will assist the PEP Coordinator and collaborate with staff across the University and healthcare sector to build strong professional relationships to deliver outcomes supporting learning and teaching. The role will support the delivery of professional experience placement to College of Health and Medicine students in NSW and include advice and guidance to staff, students and industry partners on student placement administration, policy, procedure, expectations and regulatory requirements. PEP is a fast-paced work environment requiring adaptability, initiative and autonomous decisions.

The incumbent will be based primarily at the Rozelle campus however flexible work arrangements may be made to accommodate personal circumstances. The position plays a key role in the delivery of a quality work integrated placement to enhance the student experience and graduate outcomes

**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

- In collaboration with the Professional Experience Coordinator, and in alignment with the College and School strategic agenda, support the planning and forecasting of PEP capacity across the disciplines.



- In line with established University of Tasmania and partner policy and procedures and timelines, support the management of placements for Undergraduate and Postgraduate Nursing; Bachelor of Paramedic Practice; Master of Laboratory Medicine and other College of Health and Medicine students who undertake PEP in NSW. This includes supporting placement forecasts, management of processes related to student pre-placement compliance requirements and regular negotiation with partners
- Adhere to NSW student placement processes, which includes a sophisticated use of internal and external placement management systems, to ensure students are safe to enter practice and are placed in environments where they are able to meet course and unit learning outcomes
- Demonstrate a sophisticated capability to work with placement systems and other software applications, word processing, spreadsheet, database, publishing tools, email and internet, for data management, analysis, reporting and communications to ensure all work activity is timely, effective and efficient
- Collaborate with team members to support the development and review of systems, procedures and communications to ensure accurate and effective processes for placement management of placements.
- Provide high level administrative support and service to staff and students of the School of Nursing, School of Health Sciences, School of Medicine (Paramedicine) and more widely to the College of Health and Medicine
- In collaboration with work, health and safety (WHS) staff, adhere to, implement and respond to WHS policy, procedure, guidelines and risks to contribute to a safe working environment for staff and students.
- Undertake other duties as assigned by the supervisor.

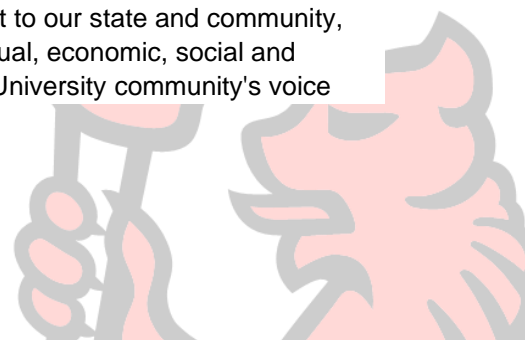
### What We're Looking For (success criteria)

- Completion of an Associate Diploma or Diploma level qualification with relevant work-related experience or an equivalent combination of relevant experience and/or education/training
- Extensive administrative experience and the ability to take responsibility for initiating, sustaining, completing and evaluating administrative processes within a complex organisation.
- Knowledge and experience in supporting the management of student placements or equivalent complex task, to achieve strategic and operational goals, including a demonstrated ability to provide high level expert advice.
- Demonstrated ability to develop and maintain effective and outcome-focused partnerships with external organisations and individuals, together with the ability to negotiate successfully in multifaceted environments and respond to dynamic placement requirements
- Demonstrated high-level organisational and administrative skills, the ability to meet tight deadlines, work under pressure and prioritise tasks, together with experience in the use of complex databases
- Highly developed oral, written, negotiation and interpersonal skills, along with excellent analytical and problem-solving skills and an ability to think flexibly.
- Demonstrated high level skills in a range of computer software applications including word processing, database, spreadsheet, presentation software, email and the internet as a resource.
- Experience in a University setting and/or knowledge of University operations, policies and procedures or a proven track record of adapting quickly within a complex organisation (desirable)

### 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

*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.*



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.

More information:

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

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

