

## POSITION DESCRIPTION – ACADEMIC

### POSITION INFORMATION

<b>Position Title</b>	Educational and Developmental Placement Coordinator		
<b>Faculty</b>	Faculty of Health Sciences		
<b>School</b>	School of Psychology		
<b>Nominated Supervisor</b>	Deputy Head of School	<b>Campus/Location</b>	Melbourne
<b>Academic Level</b>	Academic Level B	<b>Academic Career Pathway</b>	Teaching-focussed
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	12327
<b>Employment Type</b>	Part-time 0.4 Continuing	<b>Date reviewed</b>	September 4, 2017

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

**Mission Statement:** Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across eight campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield and Rome.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## ABOUT THE FACULTY OF HEALTH SCIENCES

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The Faculty of Health Sciences has courses in counselling, environmental science, exercise physiology, exercise science, mental health, midwifery, nursing, occupational therapy, paramedicine, physiotherapy, psychology, public health, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries, and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Faculty of Health Sciences is located across six campuses of ACU and is structured into six academic organizational units comprising:

- School of Allied Health
- School of Exercise Science
- School of Nursing, Midwifery and Paramedicine
- School of Physiotherapy
- School of Psychology
- School of Science

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at:  
[http://www.acu.edu.au/about\\_acu/faculties\\_institutes\\_and\\_centres](http://www.acu.edu.au/about_acu/faculties_institutes_and_centres)

## ABOUT THE SCHOOL OF PSYCHOLOGY

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The National School of Psychology, located within the Faculty of Health Sciences, offers courses on three campuses located in Melbourne, Strathfield (Sydney) and Brisbane. The programs offered include an accredited undergraduate and fourth-year psychology sequence, "5 plus 1" psychology course, professional Master of Psychology programs with specialisations in clinical and in educational and developmental psychology, combined MPsych/PhD degree programs, and undergraduate and postgraduate programs in counselling.

The School has a strong emphasis on quality research and research training outcomes. The research activities of staff relate to three, overlapping areas of strength: (i) cognition and applied cognitive neuroscience; (ii) developmental and educational psychology, and (iii) clinical, health, and counselling psychology. The School has a number of researchers with international profiles in these areas. It has developed new laboratory facilities, supports for new and emerging researchers and scholars, and onshore and offshore collaborations.

## POSITION PURPOSE

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The EDDV Placement Coordinator will provide support for the administration of the MPsyh EDDV professional practica. The EDDV Placement Coordinator will establish and maintain relationships and pathways for the practicum requirements of students enrolled in the EDDV professional psychology program. He/she will provide supervision to the internal practicum placements. The EDDV Placement Coordinator will provide supervision to students as required and in accordance with the relevant accreditation bodies. He/she may also contribute to teaching. He/she will be under the direction of the Coordinator of the Master of Psychology (Educational and Developmental) Program and will work closely with the Clinic Director, who has overall responsibility for the leadership of the Melbourne Psychology and Counselling Clinic (MPACC).

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- Learning For Life Framework 2014-2017
- ACU Teaching Criteria and Standards Framework
- Research Quality Standards
- Academic Performance Matrices and Evidence Framework
- ACU Capability Development Framework
- Minimum Standards for Academic Levels (MSALs)
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching, Curriculum Development and Scholarship of Teaching
- Research
- Academic leadership/service.

### Key responsibilities

Broad area of academic activity	Key responsibilities specific to this position	Relevant Core Competencies ( <a href="#">Capability Development Framework</a> )
Teaching, curriculum development and scholarship of teaching	<ol style="list-style-type: none"> <li>1. Provide supervision of clinic Interns at the Melbourne Psychology and Counselling Clinic (MPACC)</li> <li>2. Contribute to Case Conference group supervision, as required.</li> <li>3. Teach, if required, into the MPsyched EDDV program.</li> </ol>	<ul style="list-style-type: none"> <li>• Coach and develop</li> <li>• Communicate with impact</li> </ul>
Research	<ol style="list-style-type: none"> <li>1. Not Applicable</li> </ol>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
Academic Leadership and Service	<ol style="list-style-type: none"> <li>2. Procure placements and place MPsyched EDDV students in educational and developmental placements.</li> <li>3. Conduct placement reviews.</li> <li>4. Monitor student progress through the practica.</li> <li>5. Contribute to the administration, record-keeping, and promotion of MPACC.</li> <li>6. Contribute to the School Clinical Governance Committee and relevant committees in relation to the MPsyched EDDV program.</li> <li>7. Maintain student files that record progress in the practical aspects of their postgraduate training at ACU.</li> <li>8. Collaborate with members of the MPACC team to ensure effective program evaluation and development.</li> <li>9. Collaborate with Professional Experience Services, Faculty of Health Sciences, to ensure close cooperation and efficient service delivery in relation to practica.</li> </ol>	<ul style="list-style-type: none"> <li>• Deliver stakeholder centric service</li> <li>• Be responsible and accountable for achieving excellence</li> <li>• Know ACU work processes and systems</li> <li>• Make informed decisions</li> </ul>

## SELECTION CRITERIA

Qualifications and Capability		Selection Criteria
<b>Qualifications and other credentials</b>		
1.	A postgraduate qualification in Educational and Developmental Psychology (EDDV)	Yes
2.	Professional qualifications in all of the following: (a) Full registration as a Psychologist with the Australian Health Practitioner Regulation Agency(AHPRA) (b) Full membership (or eligibility) with the Australian Psychological Society (APS) (c) EDDV endorsement with the Psychology Board of Australia (PsyBA). (d) Approval as supervisor in higher education settings by the PsyBA.	Yes
<b>Teaching, curriculum development and scholarship of teaching</b>		
3.	Significant experience in the supervision of trainees in educational and developmental psychology.	Yes
4.	Experience in major methods of evidence-based psychological assessment, such as the Wechsler and the Woodcock-Johnson tests.	Yes
5.	Experience in major methods of evidence-based psychological interventions, therapy, and treatment evaluation across a range of client types, disorders, and contexts.	Yes
6.	Knowledge of and commitment to ethical, legal, and professional codes of the APS and clinical registration bodies.	Yes
7.	A high standard of written, oral, and interpersonal communication skills in communicating effectively with clients, individuals, groups, and other professionals.	Yes
<b>Core Competencies.</b>		
8.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	Yes
9.	Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the <a href="#">ACU Service Principles</a> .	Yes
10.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	Yes

Qualifications and Capability		Selection Criteria
<b>Other attributes</b>		
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.	Yes
12.	Evidence of ability to work with children, and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.	Yes