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| **Position Description** |

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| **Senior Coordinator, Placement Operations** | |
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| **Position No:** | 50019311 |
| **School:** | College of Science, Health and Engineering |
| **Campus/Location:** | Bundoora |
| **Classification:** | Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | Continuing, Full-Time |
| **Position Supervisor:**  **Number:** | College General Manager, Science, Health and Engineering  50095700 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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| **Position Description** |

**Senior Coordinator, Placement Operations**

**Position Context**

The College of Science, Health and Engineering comprises 9 Schools and 16 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

This position manages the Placements Operations team, including the provision of day-to-day leadership and supervision of Placements Operation staff, which provides a range of administrative services to support the delivery of professional, clinical and work integrated learning activities across the College.

**Duties may include:**

* Manage the planning, development and administration of placement activities across the College.
* Manage the Placement Operations team; including the allocation of responsibilities, review of performance, training and development of staff and oversight of program procedures, priorities and quality control systems. Foster cooperation and efficient teamwork in order to promote a student-centred culture that delivers high quality and responsive levels of service.
* Develop and maintain a culture of commonality across the College with regard to placements and work integrated learning processes and procedures.
* Provide strategic support and advice to the College and/or Schools on Placement related activities requiring integration of a range of university policies and external requirements.
* Develop systems or programs (including priorities, policies and procedures) within the scope of the position. May require new responses based on the integration of a range of knowledge, policies or procedures, or by drawing together the interests of several functional areas.
* Independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems.
* Identify trends, strengths, weaknesses, opportunities and risks in Placement Operations that may have an impact on the University/College, to enable appropriate and timely action to be administered.
* Apply broad and/or deep knowledge and experience of work area to provide advice/guidance/specialist resources to others or to address significant problems or unresolved issues, some of which will be multi-disciplinary in nature.
* Negotiate solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
* Shape and maintain productive relationships both internal and external to La Trobe and work consultatively across areas to achieve shared goals.
* Evaluate existing service provision, keeping abreast of feedback and broader developments in the external market place, to ensure appropriate developments and innovative solutions are proposed to work processes that consistently enhance and maximise service quality, efficiency and continuity.
* At the request of the College General Manager, oversee projects, ensuring each project is managed and delivered to specification, time and budget.

**Experience required:**

* A degree with substantial extension of the theories and principles, learned through experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems.
* Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
* Ability to be responsible for program/system development and implementation.
* Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
* Demonstrated experience working with and influencing senior management.
* Experience developing innovative solutions and contributing to strategic planning.
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.

**Preferable**

Experience in the use of placement systems (eg InPlace and Placeright), with the ability to further develop processes to efficiently implement the systems.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: