



## POSITION DESCRIPTION

Melbourne Graduate School of Education

### Team Leader - Placement

POSITION NO	0041751
CLASSIFICATION	PSC 7
SALARY	\$85,189 - \$92,216 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (continuing) position
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Sue Ball Tel +61 3 8344 8776 Email <a href="mailto:spb@unimelb.edu.au">spb@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
**[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)**  
**[joining.unimelb.edu.au](http://joining.unimelb.edu.au)**

## ***Position Summary***

The Team Leader – Placement has responsibility for both leading a team of Placement Officers as well as the hands-on administration of student placements.

Based in the Academic Support Office (ASO), within the Melbourne Graduate School of Education (MGSE), the Placement Team is responsible for identifying, confirming and administering approximately 2,000 student placements, also known as Work Integrated Learning (WIL) activities, per year, for subjects ranging from Undergraduate Breadth to Graduate Higher Degree Coursework, and in particular the Master of Teaching.

This work is delivered in partnership with MGSE academic colleagues, as well as the 400+ partner organisations MGSE currently works with to deliver this critical element of the Teaching and Learning program, with placement locations ranging from Early Childhood Centres, to Primary and Secondary schools and other educational settings.

The Team Leader manages and directs the workflow of the Placement Team and works closely with key professional and academic colleagues, particularly subject coordinators and Clinical Practice Coordinators, to ensure the effective delivery of student services and academic activities related to placements. The Team Leader maintains a comprehensive knowledge of university and MGSE policies, systems and strategies in relation to WIL and uses extensive operational knowledge to identify and resolve issues as they arise and develop and refine business processes and systems solutions to enhance the efficiency and effectiveness of MGSE's placement processes.

In a hands-on capacity, the Team Leader provides excellent service to both students and partner organisations, balancing the needs of these various stakeholders in the identification, confirmation and administration of placements.

The position reports to the Manager, Academic Support Office.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A tertiary qualification with extensive relevant experience, or an equivalent combination of relevant experience and education/training
- ▶ Demonstrated experience in leading a team to achieve collective goals and meet time sensitive deadlines
- ▶ Demonstrated experience solving problems that are logistical in nature, such as the matching of resources, large scale scheduling or timetabling, or previous responsibility for a workflow that included time sensitive deadlines
- ▶ Demonstrated experience in mapping and coordinating staff workloads, ensuring equity and fairness against the achievement of individual and team objectives
- ▶ Excellent interpersonal skills, including the ability to work effectively in a team environment and coordinate a dispersed network of stakeholders, including external partner organisations
- ▶ Excellent oral and written communications skills, particularly broadcast communications to large groups of stakeholders, including external partner organisations
- ▶ Strong analytic skills, including the ability to review and develop processes for increased efficiency and effectiveness within a broader student services context, with a particular emphasis on increasing efficiency through online systems

- ▶ Strong computer skills, including the ability to use online systems to drive process improvements, including the use of data and reports to inform decision making and resource allocations

## 1.2 DESIRABLE

- ▶ Experience in a student advisor or placement officer role, ideally in an educational setting
- ▶ Experience using a student placement database, or similar online system
- ▶ Experience using Learning Management Systems

## 2. *Special Requirements*

- ▶ Flexibility to work additional hours during peak periods (February-March)
- ▶ Operational requirements may influence approval of annual leave

## 3. *Key Responsibilities*

### LEADERSHIP AND COLLABORATION

The Team Leader – Placement has broadly 0.5EFT responsibility for team leadership and management of the placement function in MGSE.

- ▶ Coordinate placement processes in consultation with Placement Officers, Program Coordinators and Clinical Practice Coordinators, creating a sense of partnerships with external organisations
- ▶ Manage and direct the workload of a team of Placement Officers within the framework of an annual student placements cycle
- ▶ Review Placement Team and Placement Officer performance annually, and in accordance with the university's PDR policy
- ▶ Coordinate leave and work arrangements for the Placement Team, recognising the operations requirements for periods of the year (particularly February and March)
- ▶ Identify and facilitate professional development and training opportunities for Placement Officers
- ▶ Maintain a comprehensive knowledge of university and MGSE policies and procedures, particularly with regard to course and placement requirements, and contribute to the review and revision of policies and procedures
- ▶ Liaise with Academic Support Office colleagues and academic coordinators to manage key student services and academic activities
- ▶ Receive and coordinate the resolution or referral of complex issues from students, schools/centres, Placement Officers, ASO and academic colleagues
- ▶ Represent the Placement Team and/or MGSE on a relevant committees and working groups / communities of practice

### INNOVATION AND IMPROVEMENT

The Team Leader – Placement plays a key role in maintaining and improving placement systems including the online placements database and reporting functions, online student reporting system, and the preparation of information regarding placements that is maintained on the relevant subject pages of the student Learning Management System.

- ▶ Develop expert knowledge in the management, configuration and application of the placements database and online reporting system
- ▶ Develop, implement and evaluate innovative ways to improve the placement experience for MGSE students and external partners
- ▶ Liaise with University Services to identify and resolve problems and develop enhancements for online systems as required
- ▶ Analyse business processes and user needs and collaborate with relevant staff to develop appropriate solutions that drive efficiencies
- ▶ Provide leadership and advocacy for specific WIL related projects
- ▶ Provide systems and general IT training and support to team members, with a particular focus on process improvement
- ▶ Maintain and refine the placements information available to students via the online Learning Management System

#### **RESPONSIBILITY AND COMPLIANCE**

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.
- ▶ Other duties as may be required from time to time

## ***4. Job Complexity, Skills, Knowledge***

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Team Leader – Placement receives broad guidance from the Academic Office Support Manager and relevant academic colleagues including Program Coordinators and Clinical Practice Coordinators. The incumbent is required to independently manage their own workload and the workload of the Placement Team within the framework of an annual placement schedule. The Team Leader – Placement reviews and improves local business processes with minimal direction, and may lead major process changes in consultation and coordination with relevant colleagues.

### **4.2 PROBLEM-SOLVING AND JUDGEMENT**

The Team Leader – Placement works within university and MGSE policy and uses a high degree of initiative and judgement to identify and resolve problems. The incumbent is expected to exercise discretion and have the ability to analyse situations, interpret policies and instigate appropriate action. Complex issues are discussed with the Academic Support Office Manager and relevant academic colleagues.

### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Team Leader - Placement requires a detailed understanding of course and placement requirements and strategies within the framework of university and MGSE policies, procedures and systems, particularly in relation to Work Integrated Learning (WIL).

The role also requires detailed knowledge of partnership school/centre networks and their staff to ensure the successful delivery of MGSE's placement program.

The Team Leader maintains a good understanding of the organisational contexts of partnership schools/centres and the broader policy context of the Victorian education system and the placement related accreditation requirements for pre-service teacher education programs as described by the Australian Institute of Teaching and School Leadership (AITSL).

#### 4.4 RESOURCE MANAGEMENT

The Team Leader – Placement is responsible for supervising a team of Placement Officers and managing workflows to ensure a high level of service delivery.

The role has a small financial responsibility for placements publications and resources provided to students and schools.

The Team Leader develops expert knowledge in the placements database, online reporting system and online Learning Management System in order to assist team members and improve existing systems and processes.

#### 4.5 BREADTH OF THE POSITION

The Team Leader - Placement actively contributes to the delivery of comprehensive and integrated student services through the Academic Support Office. The position is responsible for a range of administrative tasks and provides assistance to other teams as required.

The Team Leader – Placement also develops and maintains relationships with colleagues at all levels within Melbourne Graduate School of Education as well as with key external authorities and institutions.

## 5. Other Information

### 5.1 ORGANISATION UNIT

Melbourne Graduate School of Education

### 5.2 BUDGET DIVISION

#### *Our Vision:*

A society in which education enables full and equitable participation.

#### *Our Mission*

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research
- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: [education.unimelb.edu.au](http://education.unimelb.edu.au)

### 5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at

[www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings)

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at [hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers).

### 5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)
- The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy Research at Melbourne: Ensuring Excellence and Impact to 2025 aspires to a

significant advancement in the excellence and impact of its research outputs.  
<http://www.unimelb.edu.au/research/research-strategy.html>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at [www.unimelb.edu.au](http://www.unimelb.edu.au).

## ***6. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.