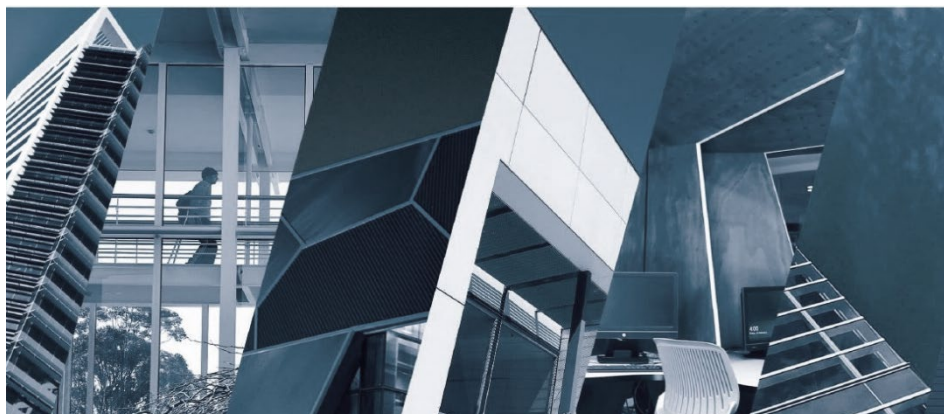


Position Description



Position title:	Administrative Support Officer, Clinical and Workplace Learning
School/Directorate/VCO:	Federation TAFE
Campus:	SMB or Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 4 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Further information from:	Kyle Wilson, Coordinator, TAFE Work Integrated Learning Telephone: (03) 5327 8330 Email: kyle.wilson@federation.edu.au
Recruitment number:	851738

Position summary

The Administrative Support Officer, Clinical and Workplace Learning is responsible for supporting effective administration and coordination of clinical and workplace learning placements within Federation TAFE by organising, monitoring and maintaining the administrative requirements for student placements.

Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Provide effective and efficient administration of clinical and workplace learning placements by the timely processing of placements and facilitation of pre-placement requirements.
2. In conjunction with the Coordinator, TAFE Work Integrated Learning and other stakeholders, develop and implement Federation TAFE processes to facilitate student placements.
3. Provide factual advice on policies, procedures and registration standards relating to clinical and workplace-learning placements.
4. Maintain and monitor student data and records relating to student placement documentation and legal contracts related to clinical and workplace learning placements.
5. Work collaboratively with Program Managers and Teaching staff to ensure students are prepared for placement and learning outcomes are achieved.
6. Maintain the clinical and workplace learning databases (such as InPlace) by ensuring the accuracy of the data entered into the system, and assist students with access, passwords and enquiries.
7. Contribute to the planning and organization of clinical and workplace learning placement activity.
8. Update and monitor the clinical and workplace learning web pages for Federation TAFE.
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
10. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Administrative Support Officer, Clinical and Workplace Learning reports to the Coordinator, TAFE Work Integrated Learning and receives general direction. The position is responsible for providing comprehensive administrative support to student placements and to provide factual advice to clients.

The Administrative Support Officer, Clinical and Workplace Learning is required to work independently to solve routine problems and make decisions of a routine nature based on relevant policies, procedures and guidelines of Federation TAFE and/or University.

The position is required to exercise judgement when referring matters or escalating problems to the Coordinator, TAFE Work Integrated Learning. The position is expected to prioritise work and manage time appropriately to ensure allocated tasks are completed in accordance with timelines and deadlines.

Position and Organisational relationships

The Administrative Support Officer, Clinical and Workplace Learning reports to the Coordinator, TAFE Work Integrated Learning and works as part of the placement team. The position is required to work collaboratively with the Program Managers, other teaching staff and with other areas of the University in the provision of student placement activities. The position is also required to interact with a diverse range of internal and external clients and visitors which often require discretion and confidentiality.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a diploma level qualification with relevant work related experience; or
 - a Certificate IV with relevant work experience; or
 - a post-trades certificate and extensive relevant experience and on the job training; or
 - a Certificate III with extensive relevant work experience; or
 - an equivalent combination of relevant experience and/or education/training.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

1. Demonstrated organisational and time management skills, including the ability to prioritise competing work demands and meet strict deadlines.
2. Demonstrated interpersonal and communication skills, including the demonstrated ability to liaise with students, colleagues, customers and stakeholders to provide quality services.
3. Demonstrated ability to use initiative and work independently as well as work collaboratively within a team environment.
4. Demonstrated experience administering clinical or workplace learning placements.
5. Demonstrated ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
6. Demonstrated skills in software packages such as InPlace, word processing, spreadsheets and databases. Experience in the use of web applications would be an advantageous.
7. Demonstrated working knowledge and application of the Child Safety Standards.
8. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.