

Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty Services, School of Exercise and Nutrition Sciences
Location	Flexible
Classification	HEW level 6
Manager Title	Coordinator, Professional Placement

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Senior Officer, Professional Placement is responsible for implementing the administrative delivery of the School's clinical and professional placement program and postgraduate placements ensuring timely and accurate services are delivered to all key stakeholders; students, health organisations, School and Faculty staff. This role is responsible for the management of placement documentation, monitoring of placement compliance and liaison with health partners, students and relevant University areas to ensure the effective management of student placements across the full suite of exercise and nutrition sciences courses.

Reporting to the Coordinator, Professional Placement the Senior Officer will

- Implement processes and procedures to efficiently coordinate the administration of clinical and practicum placements within the School of Exercise and Nutrition Sciences, utilising and maintaining placement management systems e.g., InPlace and Placeright, to manage and monitor clinical and practicum placements.
- Liaise with Faculty staff and the University Solicitor's office in relation to contract development, establishment and compliance and act as a general contact point for students, school staff and placement agencies for all placement matters within in the school as required.
- In conjunction with course teams, support the development and maintenance or relationships with placement supervisors and staff in professional agency settings to facilitate the appropriate educational placement of exercise and nutrition sciences students, through the provision of site visits and timely and accurate advice to and correspondence with placement organisations and other professional settings.
- Ensure a high-quality service is provided to students, student supervisors, liaison staff, agencies, and employers by coordinating, and monitoring professional practice placements in conjunction with academic course teams.
- Maintain a through and up to date knowledge of issues affecting placements in the exercise and nutrition science sectors and the relevant health professions, particularly as they affect placement of exercise and nutrition sciences students.

Accountabilities

- Prioritise work and critical activities, evaluate progress, recognise barriers to achieving outcomes and find effective ways to deal with them.
- Proactively identify opportunities for improvement and take action and actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.
- Act as a coach, work with team members to facilitate growth and development and proactively offer support, help and advice to others within and across teams.
- Build rapport with people outside of immediate team in ways that are respectful and inclusive of others and demonstrate an understanding of how all the different areas of the University interrelate and how own area fits in
- Modify behaviour based on self-awareness and feedback to improve personal impact. Focus on personal emotional wellbeing. Adapt well to change and displays a positive outlook in stressful situations.
- Actively seek information to better understand the customer's perspective, follow through and deliver on promises, respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build productive relationships with a diverse range of potential students or stakeholders and communicate with confidence using examples to increase understanding and support.

Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Knowledge and understanding of student placement programmes and University administrative structures and processes.
- Demonstrated ability to maintain confidentiality
- Knowledge of the exercise and nutrition sciences sector desirable.

Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position requires the incumbent to hold a current Working with Children Check

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.