



Position Description

Workplace Learning Lead- (Nursing/Paramedicine)

School of Nursing, Paramedicine and Healthcare Sciences

Faculty of Science and Health

Position overview

The SNPHS WPL Lead's role is to support the work integrated learning (WIL) activities in the discipline. The WPL Lead will provide input into the needs related to placement sites, work with the FOSH WPL team to organise student placements, oversee WPL processes, and ensure the appropriate completion of placement requirements for graduation purposes.

Reporting relationship

This position reports to: Associate Head of School (Nursing / Paramedicine)

Key working relationships

- Head of School (HoS)
- Associate Heads of School (AHoS)
- School Executive Support Officers
- Heads of Discipline
- Subject Convenors/Coordinators
- FOSH Workplace Learning team
- Clinical Facilitators
- Industry Stakeholders
- Students



Principal responsibilities

- Lead the School WIL strategy and operationalise the WIL processes for the relevant discipline area.
- Provide input into the types of sites that require a student placement agreement (SPA) and review SPAs to ensure they meet the student requirements and School direction. Visit sites as required will be funded by the School from the base campus.
- Work with the FOSH WPL team to ensure the timely and appropriate placement of students, including regular reviews of the process to identify areas for efficiencies.
- Support student facing WIL processes, including providing information to students about WIL processes and facilitating other stakeholders, including the FOSH WIL team and Three Rivers, to provide relevant information to students.
- Encourage student progression by providing additional student support, in consultation with WPL Subject Convenors/Coordinators and the FOSH WPL team.
- Meet regularly with WPL Subject Convenors/Coordinators to coordinate WIL activities, including supporting other educational processes, such as special considerations and outstanding grade resolution.
- Manage WIL student complaints on behalf of the Head of School and Associate Head of School (Learning & Teaching).
- Work with key stakeholders to support WIL processes, including representing the discipline and School in internal and external meetings related to WIL.
- Support and coordinate Clinical Facilitators employed by the School to supervise and facilitate students in the clinical setting.
- Provide regular written or verbal reports to the School as requested.
- Other duties appropriate to the classification as required.

Physical capabilities

The incumbent may be required to perform the following.

- Physically able to sit or stand for extended periods of time to perform reading, writing, and computing related activities including keyboard and mouse operations.
- Work in other environments beyond your base campus, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Essential

- A. Current employment in the School of Nursing, Paramedicine and Healthcare Sciences (CSU) and registration with the relevant (Nursing/Paramedicine) Ahpra board.
- B. Ability to lead the WPL process, including managing multiple process and stakeholder relationships.
- C. Ability to communicate effectively across a range of stakeholders.
- D. Demonstrated skills in negotiation and mediation to manage conflict when it arises.
- E. Sound understanding of CSU policies and processes related to teaching and learning.
- F. Hold a current Drivers Licence

Workload Allocation

Up to 0.5 FTE as negotiated with Head of School. To be reviewed annually at PPDR.

Length of Appointment

For a period of up to 3 years

Review date

September 2027



● - Capital city ● - Campus location

