

<b>Position Title</b>	Placement Officer (Graduate School of Education)
<b>Classification</b>	Level 5
<b>School/Division</b>	College Services
<b>Centre/Section</b>	Schools Operations
<b>Supervisor Title</b>	Senior Coordinator (School Operations)
<b>Supervisor Position Number</b>	320044
<b>Position Number</b>	320199, 320200, 321787

## **Your work area**

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College Services provides academic administration and technical support services to the University's schools, including Heads of School, academic staff and research students. The team is committed to providing effective and efficient services in support of the Schools' and University's strategic objectives, with a focus on continuous improvement and best practice. The Schools Operations team provides academic support services and general administrative support to the University's Schools.

## **Reporting structure**

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Reports to: Senior Coordinator (School Operations)

## **Your role**

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As the appointee you will, under general direction, organise professional placement opportunities for students and undertake the administrative functions associated with an area's placement program.

## **Your key responsibilities**

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Act as the point of contact for placement students, staff and placement organisations. This includes but is not limited to responding to enquiries providing factual and accurate information; providing support and advice to students and placement organisations; assisting students to identify and secure suitable placements; and providing information and support to academic coordinators

Provide support in the administrative arrangements for all placements, ensuring students and placements meet program requirements and comply with University policies and procedures

Provide support to Academic coordinators for students across all aspects of placement units including selection, host placements and final presentations

Contribute to the development, documentation and implementation of procedures relating to student placements to ensure consistent processes which comply with relevant legal, risk and health and safety requirements

In accordance with set procedures, process and track placement requests, allocate students and liaise with various stakeholders

Maintain relationships with industry partners and external placement providers including generating leads for new partnerships, and liaising on placement agreements

Provide placement data and reporting as requested

Provide support for in-school outreach activities associate with placements

Provide administrative support and assistance with all processes and documentation for the LANTITE (Literacy and Numeracy test for Initial Teacher Education) and the TPA (Teacher Performance Assessment)

Work collaboratively with other teams across School Operations, providing administrative support across a range of areas, including school support teams as required

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualifications or demonstrated equivalent competency

Substantial relevant administrative experience at an appropriate level

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to prioritise and meet deadlines

Proficient in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative and work productively as part of a team

Ability to provide student support and learning and teaching support in a higher education setting

Ability to liaise and network effectively with a range of professionals and establish effective relationships with internal and external stakeholders

Commitment to providing a high level of quality customer service

### **Special requirements (selection criteria)**

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There are no special requirements

### **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)