

CLINICAL INTEGRATION OFFICER

DEPARTMENT/UNIT	School of Psychological Sciences
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Notting Hill campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Monash School of Psychological Sciences** is ranked among the best in the world. Its mission is to develop students and research outcomes that will make significant contributions to improving the lives of others both locally and globally. The School will make significant and long-lasting impacts that change the world around us, beginning in infancy and across the lifespan. Drawing on the expertise of our staff and the University's unique research platforms and technology, we will sustain and build on Monash's position with world-class research and training in Psychology.

For more information about us and the work we do, please visit www.monash.edu/medicine/psych.

The **Turner Institute for Brain and Mental Health** is making a difference to the lives of vulnerable populations across Australia and beyond. Housed within the School of Psychological Sciences, the Turner is responding to the grand challenge of mental health by creating a world of mentally healthy communities. We take an inclusive, lifespan and community-based approach to empower all members of society to live well and productively, for longer.

We are the home to world-leading researchers and clinicians who have exceptional capabilities in both discovery science and translation. Our Turner Clinics represent our translational arm and provide psychological services to over 2000 clients across Victoria with a focus on trauma, sleep health, concussion, lifestyle interventions, neurorehabilitation and neurodevelopment. Over the next five years we aim to be the nation's top Institute for preventative mental and brain health.

To learn more, please visit www.monash.edu/turner-institute/research.

POSITION PURPOSE

The Clinical Integration Officer provides a range of high-level administrative services to support the School of Psychological Sciences strategies, programs and initiatives. This includes supporting the Clinical Services Coordinator by planning and undertaking specialised administrative tasks to support the clinical placements and day to day operations of the Turner Clinics. The position also provides support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of the clinical services and research at the School, Turner Institute & Turner Clinics.

The Clinical Integration Officer operates with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

Reporting Line: The position reports to the Clinical Services Coordinator under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide day to day oversight of the Turner Clinics at Notting Hill, and act as on-site point of contact for enquiries. Coordinate work undertaken by the casual reception staff to ensure daily priorities are met, and reporting to the Clinical Services Coordinator of any issues that arise
2. Provide support for the School activities at the Notting Hill campus in person and via telephone and email. Provide support as required to the Operations team
3. Provide instruction and support to facilitate the delivery of clinical training at the Turner Clinics including orientation of staff, clinicians and students, assistance to visitors, building tours, and liaison with the University's central services (HR, Finance, IT) where appropriate
4. Coordinate onsite requests and activities between the portfolio leads of Operations, Research, Training and Education. Stakeholders may include research program leads, provisional psychologists and clinical staff
5. Undertake specialised administrative tasks associated with the management of the School of Psychological Sciences Clinical Library. This will include managing and replenishing stock/clinical tests, ensuring adherence to loan policies, cyclical auditing of assets, ensuring compliance with the code of ethics and professional/regulatory responsibilities
6. Provide executive support to clinical and research committees, including the organisation of meetings and appointments, ensuring that all relevant papers such as agendas, minutes and briefing papers are available to the relevant staff, and that suitable rooms have been booked
7. Implement and update standard local area procedures, and provide advice on policies and procedures to onsite staff, as directed by OHS and the Operations Team
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent administration skills and a demonstrated capacity to develop and implement effective operational processes and systems
3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. A strong commitment to excellence in customer service and a hands-on approach to service provision
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Strong analytical and problem-solving skills
7. Highly-developed written and verbal communication skills, including the ability to interact with

a diverse range of stakeholders and negotiate positive outcomes to complex issues

8. Highly developed computer literacy, including experience using business software such as Microsoft Office

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.