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| **Position Description** |

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| **Team Leader, Placements**  |
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| **Position No:** | 50116358 |
| **College:** | College of Science, Health and Engineering |
| **Campus/Location:** | Bundoora |
| **Classification:** | Higher Education Officer Level 6 (HEO6) |
| **Employment Type:** | Continuing, Full Time |
| **Position Supervisor:** **Number:** | Senior Coordinator, Placement Operations |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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| **Position Description** |

**Team Leader, Placements**

**Position Context**

The College of Science, Health and Engineering comprises 9 Schools and 16 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

Reporting to the Senior Coordinator, Placement Operations, the Team Leader, Placements will be responsible for the day-to-day support and guidance of the Placements Officers.

**Key Responsibilities**

* Actively contribute to the further implementation of InPlace in the College, including but not limited to; confirming and documenting business processes for use across the College, data cleansing, escalating issues with the system, establishing user requirements and training materials.
* Assist the Senior Coordinator Placement Operations to manage the placement team to coordinate the implementation of new structures, policies, systems and procedures for all staff who are engaged in placements’ administration across the Bundoora campus. This includes the provision of day-to-day on the job training and support to the Placement Officers.
* Administer the clinical and professional placement education requirements for a range of programs which are delivered through the Bundoora campus. This will involve the accurate recording of student placement and clinical facility information within the appropriate database, maintenance of student files, preparation of correspondence and the matching of available placement opportunities against curriculum requirements and student preferences
* Provide advice and information in a clear and professional manner to academic and general staff, students and health agencies on University and College policy in relation to clinical and professional education
* Coordinate and actively participate in the preparation of College documents relating to clinical and professional placements.
* Actively participate in efforts to improve the placement processes and administration in the College, working with the Senior Coordinator Placement Operations, Team Leader – Regional Placements, Senior Placement Officer and Placement Officers including cross-campus coordination, allocation and communication around clinical and professional placements

**Key Selection Criteria**

* A relevant degree with subsequent relevant experience or an equivalent alternate combination of relevant knowledge, training and/or or experience
* Previous experience working in Placements
* Previous experience and knowledge of University Systems including but not limited to InPlace, Promapp and SISOne
* Demonstrated high level written and oral communication skills, with a high level of accuracy and attention to detail
* Excellent time management skills, with proven ability to forward plan, prioritise and adjust to seasonal workloads
* Demonstrated experience in managing self and multiple stakeholders to ensure outcomes are delivered to required deadlines; ability take responsibility for outcomes
* Demonstrated ability to set priorities and monitor workflows within own area of responsibility
* Demonstrated experience managing the activities of self and/or others including coaching and motivating
* Demonstrated interpersonal skills, with an ability to interact with people from diverse cultural backgrounds. Demonstrated ability to manage sensitive and/or confidential situations and deal with difficult situations
* Demonstrated ability to function productively both independently and as part of a team
* Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent
* Advanced proficiency in computer software packages.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: