

## POSITION DESCRIPTION

<b>Position Title</b>	Placement Officer		
<b>Organisational Unit</b>	Faculty of Health Sciences		
<b>Functional Unit</b>	Placement Services		
<b>Nominated Supervisor</b>	Team Leader, Placement Services		
<b>Classification</b>	HEW 5		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10603820
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	31-JAN-2025

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity)

## **ABOUT THE FACULTY OF HEALTH SCIENCES**

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The Faculty of Health Sciences comprises three schools:

- Allied Health
- Behavioural and Health Sciences
- Nursing, Midwifery and Paramedicine

There are currently approximately 14,000 students (EFTSL) and 520 (FTE) staff in the faculty under the disciplines: occupational therapy, speech pathology, social work, exercise science, exercise physiology, nutrition science, biomedical science, nursing, midwifery, paramedicine, physiotherapy, psychology and public health. The Faculty is represented across seven ACU campuses.

The Faculty's current research priorities focus on Cardiovascular Disease and Metabolism, Health Services Research, Nutrition, Sports Performance and Rehabilitation, Psychology and Mental Health.

An expanding portfolio of postgraduate courses is also available in coursework and research. Many postgraduate courses within the Faculty have been developed in conjunction with industries in order to meet specific needs of the professions and industry. Some postgraduate units are offered in flexible learning mode by online study. All students have professional and clinical experience that is supervised by specially qualified practitioners. Catholic hospitals and other public, private and specialty organisations, as well as schools and the health and sports industry, are involved with preparing for promoting and offering this valued and essential experience.

The goals of the Faculty are closely linked to and emanate from the Mission of the University. The areas of achievement by the Faculty include the key areas of teaching and learning, research and scholarship, community engagement in addition to specific objectives regarding internationalisation, quality and resource management. It has well-established procedures for evaluating performance and ensuring quality which involve students and representatives of the various statutory registration authorities and professional organisations, as well as recent graduates and employers.

Further information about the Faculty can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences>

## **ABOUT OFFICE OF ASSOCIATE DEAN, LTPE**

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The Office of the Associate Dean, Learning, Teaching and Professional Experience (OADLTPE) is a unit within the Faculty of Health Sciences comprising the Departments of Technical Services, Placement Services, FHS Learning and Teaching and the FHS Student led Health Clinics. Departments in OADLTPE are responsible for providing support and service to schools in the faculty in the areas of clinical supervision, learning and teaching activity within the ACU Health Clinics and Specialised Learning Environments, and tutorial, practical and laboratory classes where specialist equipment is required.

OADLTPE facilitates excellent student learning experiences by supporting on campus learning and teaching activities within the state-of-the-art specialised learning environments across campuses including:

- Support learning and teaching activities including teaching grants and awards for staff in FHS, and
- Service to Schools in relation to the professional practice placement of health sciences students; including maintenance of placement software, including InPlace and tracking of pre-clinical mandatory requirements; and
- Developing and maintaining strategic partnerships with ACU's valued clinical partners via the Clinical Schools model; and
- Management of the Faculty's Student led Health Clinics, currently operating in Brisbane, Melbourne, Strathfield, and North Sydney in a range of disciplines; and
- Supporting the administration, resourcing and function of the Faculty's specialised learning environments.

## **POSITION PURPOSE**

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The Placement Officer will provide high level customer service to internal and external stakeholders that enable seamless placement administration support to the Faculty of Health Sciences at ACU.

## **KEY RESPONSIBILITIES**

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### **Introduction**

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

<b>Responsibility</b>	<b>Scope</b>
Ensure professional practice placements are organised and allocated to Faculty of Health Sciences students in a timely and efficient manner, in accordance with University and relevant Government regulations.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Assist Placement Services office staff to ensure that all students meet compliance requirements for professional practice completion. This includes all pre-placement documentation queries and submissions, such as Police Checks, Working with Children checks/ Blue Cards, Immunisations etc. Allocate, monitor student lists, liaise with placement facilities regarding rosters and liaise with students regarding placements.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Utilise software packages, including InPlace, to publish information regarding professional practice placements in a timely manner.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Allocate placement educators/ supervisors to professional practice placements in consultation with Faculty of Health Sciences Placement Coordinators and/or Academics.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Create and manage contracts for placement educators/ supervisors, liaising with Human Resources to resolve any issues that may arise.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Ensure Faculty of Health Sciences Placement Coordinators and/or Academics are fully informed of any major issues relating to professional practice placements.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Ensure effective and accurate data is available for staff and agencies at all times, including maintaining placement agreements, ensuring agreements or schedules have not expired and assist in the reconciliation of invoices relating to clinical placement supervision in a timely manner, including cross-referencing invoices with the student placement database (InPlace) and recording associated costs on placement records.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Respond to enquiries to the Placement Services office in a timely manner, including monitoring ACU emails and enquiries from students, staff and professional practice agencies.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Create a customer-friendly environment in the Placement Services office, ensuring a high standard of written and verbal communication is maintained with students, Faculty staff and other stakeholders, and participate in Faculty	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

<b>Responsibility</b>	<b>Scope</b>
activities such as enrolment activities, orientation days and Government compliance days.	
Undertake projects relating to process improvement that produce efficiencies to meet competing demands and timelines including administrative process and procedures, communications to students, academic staff and external bodies.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

## HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Completion of an Associate Diploma with at least two years relevant experience, and/or an equivalent combination of relevant experience and education/training.</li> <li>• Experience - Demonstrated administrative experience and general knowledge, or ability to quickly acquire knowledge, of administrative processes associated with professional practice placements for a tertiary institution.</li> <li>• Skill - Demonstrated ability to use initiative and provide innovative solutions.</li> <li>• Skill - Demonstrated written and verbal communication skills that enable the appointee to effectively communicate with internal and external stakeholders, current students and staff.</li> <li>• Skill - Ability to liaise with external agencies, staff and students regarding professional practice placement requirements and provision.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with Children and vulnerable adults check</b>	This role does not require a Working with Children Check.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

