

POSITION DESCRIPTION

Position Title	Team Leader, Placement Services		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Placement Services		
Nominated Supervisor	Manager, Placement Services		
Classification	HEW 7		
CDF Level	CDF ₂ L	Position Number	10606666
Attendance Type	Full Time	Date reviewed	09-MAY-2023

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT THE FACULTY OF HEALTH SCIENCES

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 530 (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

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

The position provides leadership and coordination of all administrative operations and day to day business regarding Faculty clinical/ professional placements for the relevant campus. The position will supervise clinical administrative staff and coordinate activities undertaken by clinical administrative staff, providing hands-on support as necessary. This position will also be responsible for a designated activity within the Faculty-wide clinical administration portfolio, for example: InPlace (student placement software); standard policy & procedures; or clinical placement agreements.

KEY RESPONSIBILITIES

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 Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Plans, manages and coordinates all local Placement Services functions on their assigned campus(es) to ensure efficient and effective operation and a consistent Faculty approach within relevant regulatory, policy and procedural frameworks. This includes responsibility for: <ul style="list-style-type: none"> • Delivery of clinical practice placement administration, including a range of enquiry, invoicing and transactional services. • Managing the administrative implementation of contracts with Clinical Placement Agencies, including monitoring, initiating/renewal and approval. • Managing and reporting on the allocation of student placements and progress of students for clinical placement completion. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
<ul style="list-style-type: none"> Relevant orientation regarding pre-placement requirements for students prior to commencement of clinical placement. 	
Manages the staff in Placement Services on their campus(es), including responsibility for recruitment, assessing and meeting training and development requirements; performance management; leave management and casual staff requirements during peak periods.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Coordinates workload and workflow of Placement Services to effectively manage and maintain working knowledge of all services and act to prioritise and plan workload for peak periods. Providing hands-on support as necessary.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Supports activities and communication within Placement Services to promote a culture of high-level client service and of continuous improvement.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Maintains and reviews standard operating procedures and other systems, and provide recommendations to enhance the quality, efficiency and level of customer service provided by Placement Services.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Acts as the main liaison between Placement Services, Schools, students & clinical agencies to ensure administrative needs/requirements of key stakeholders are being met.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contributes to team management of Placement Services, by: <ul style="list-style-type: none"> Sharing knowledge with Placement Services Team Leaders and/or Manager to ensure national consistency and communication channels. Providing relevant local information of national significance to the Manager, Placement Services. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational 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 demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position needs to build relationships with staff across the organisation to perform their duties.
The position manages the overall operations; budget and/or strategic direction for a functional unit.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> Qualification - A relevant tertiary qualification or equivalent education, training and/or relevant experience together with extensive experience and high performance in an administrative related function; Skill - Strong leadership, management and supervisory skills including proven experience in or capacity to contribute to the activities of a work group providing a range of services, to create a climate in which staff want to do their best;
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	<ul style="list-style-type: none"> • Knowledge - Understanding of policy development and implementation, for example knowledge of administrative principles, procedures and practices enabling incumbent to solve operational and technical problems and give advice; • Skill - High level analytical and problem-resolution skills including for example, knowledge of staffing processes and procedures and practices enabling incumbent to assist in resolving issues and/or give pertinent advice; • Experience - Demonstrated initiative with a high level of attention to detail and capacity to prioritise tasks and meet deadlines with the ability to work well in a highly pressured environment; • Experience - Demonstrated relevant computer skills at an advanced level, including database management, high proficiency in word processing software, and high proficiency in spreadsheet software; • Skill - Proven interpersonal skills including the ability to effectively communicate (oral and written), negotiate and liaise with a wide range of stakeholders to gain the support of others for courses of action to provide organisational benefit; • Knowledge - Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
Core Competencies:	<ul style="list-style-type: none"> • 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. • 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. • Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	<p>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.</p>
Working with Children and vulnerable adults check	<p>This role does not require a Working with Children Check.</p>

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>

