

## 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>	10612231
<b>Attendance Type</b>	Part Time	<b>Date reviewed</b>	31-MAY-2024

### 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, 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 ACU's Vision 2033 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**

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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 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**

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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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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](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Staff Enterprise Agreement
- [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
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
Create and manage contracts for placement educators/ supervisors, this includes the allocation of placement educators/ supervisors to professional practice placements in consultation with Placement Coordinators and/or Academics and, liaising with Human Resources or Payroll to resolve any issues that may arise.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

<b>Responsibility</b>	<b>Scope</b>
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.	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
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 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 activities such as enrolment activities, orientation days and Government compliance days.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
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> </ul>
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	<ul style="list-style-type: none"> <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> <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>

