

## POSITION DESCRIPTION

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<b>Position Title</b>	Senior Work Placement Officer
<b>Position No</b>	
<b>Department</b>	Nursing
<b>Faculty/Centre</b>	Health Science, Community and Social Studies
<b>Classification</b>	PACCT Worker Level 5 (PW 5)
<b>Prepared By</b>	Dean - Health Science, Community and Social Studies
<b>Date</b>	July, 2023
<b>Reference No</b>	<i>(To be completed by Human Resources Department)</i>
<b>Approved By</b>	Associate Director - Human Resources
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Establish and coordinate work placements for students within the department and assist in the coordination of placement facilitators.</li> <li>2. Develop and maintain formal and informal partnerships and relationships between Holmesglen and industry stakeholders to facilitate work placements.</li> </ol>
<b>Manager/Supervisor</b>	<p>Placement and Partnership Coordinator</p> <p>In relation to department operations impacting on work placement operations the position may have a functional reporting relationship to the Head of Department.</p>
<b>Role Of Subordinates (Where Applicable)</b>	As required to maintain work placement operations the position may have supervisory responsibilities for casual administration staff.
<b>Internal Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ Placement and Partnership Coordinator, faculty Dean, Head of Department and departmental senior educational staff as well as Work Placement Officers.</li> <li>▪ Student Administration and Registrar staff on all campuses in providing information, advice and support associated with the operations of the department.</li> <li>▪ Internal clients in departments and faculties, including students and staff, across all levels of the Institute in the provision of support and information.</li> </ul>

## **External Communication Requirements**

- Relevant Institute support staff across the Institute in matters pertaining to administrative and other services which support the operations of the department.
- Employers, relevant health care industry organisations and placement facilities and key industry representatives.
- New and continuing students.
- Work Placement Facilitators
- Suppliers, consultants and service providers for resources required for the operation and strategic development of the department.
- Government and other associated agencies in relation to administrative, compliance and operational requirements.

## **Specific Accountabilities**

1. Secure work placements for students in courses offered by the department and liaise with placement facilities to organise and coordinate work placements.
2. Support the Placement and Partnership Coordinator and other in building on and developing relationships and partnerships with placement providers.
3. Conduct risk assessments on all venues prior to students attending and ensure selected agencies are appropriate to the learning and assessment outcomes required.
4. Confirm that Practical Placement Agreements with students and workplace facilities are in place prior to commencement of clinical placement and ensure timely compliance with Practical Placement Agreement conditions for each service.
5. Provide on-call support in relation to student issues arising during work placement and facilitate related communication between the relevant parties (on-call support includes some out-of-hours and weekends).
6. Assist facilitation of appropriate orientation of Work Placement Facilitators and ensure all Work Placement Facilitator documentation is current.
7. Participate and assist in the development of quality assurance programs designed to maintain a high standard of course delivery in the workplace environment.
8. Assist in maintaining student attendance records for work placement and participate in the development and revision documentation related to placements.
9. Ensure timely compliance of all student immunisation, National Police Records Check and Working with Children Check requirements.
10. Participate in the acquisition and monitoring of placements via PlaceRight and ensure that pre and post placement briefings/debriefings with students are completed.
11. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.

12. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
13. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

**Qualifications**

**Minimum**

Relevant diploma in aged care, disability or similar field or a suitable combination of lesser qualifications and relevant experience.

**Preferred**

Certificate IV in Training and Assessment - TAE 40122 or equivalent predecessor or successor qualifications.

**Knowledge**

- Broad based knowledge of the aged, disability and education support sectors.
- An understanding of the role of a Work Placement Officer and of the current issues in obtaining work placements.

**Experience**

- Experience in dealing with a broad range of people, face to face, telephone and email
- Experience of working in a work placement office including the ability to set priorities in an environment of competing demands.
- Experience in work based teaching/supervision including coordination or supervision experience in education.
- Establishing partnerships and relationships with internal and external stakeholders.
- Experience in delivering high level customer service providing courteous, informative and accurate responses to all enquiries.

**Skills**

- Demonstrated excellent interpersonal and written and verbal communication skills and a demonstrated ability to effectively liaise with external agencies, and relate professionally to both internal and external stakeholders.
- Ability to network and develop partnerships with workplace providers to organise suitable placements for students.
- Ability to counsel and support students as required including the capacity to develop and implement a practical program.
- Demonstrated excellent organisational, time management and record keeping skills and the ability to work cooperatively within a team environment or work independently without supervision.
- Advanced technical competence in the use of the MS Office products as well as general database management software.
- Ability to resolve complex issues, coordinate workflow and prioritise work tasks effectively.

## Key Selection Criteria

In addition to qualification requirements, the incumbent will have:

1. Broad based knowledge of the aged, disability and education support sectors, with particular emphasis on the requirements for work placements.
2. Excellent interpersonal and written and verbal communication skills with the proven ability to maintain effective and positive partnerships and relationships with internal and external stakeholders.
3. Proven ability to organise multiple tasks and competing agendas, in a busy environment, to ensure that service priorities are met within agreed timeframes.
4. Demonstrated proficiency in the use of MS Office products, database management software and electronic communications platforms.
5. Demonstrated ability for self-motivation as well as working flexibly and constructively both in a team environment and independently.
6. Self-motivated with the proven ability to work flexibly and independently.

## Note

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.