Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Placements Officer
Group/Portfolio	School of Nursing and Midwifery
Classification	HEW 5
Position Number	0005827
Reports To	Placement Team Leader/Project Manager
Employment Type	Fixed Term and Continuing

1.0 Position Purpose

The Placements Officer will work closely with key Academic leads and professional/industry partners and is responsible for undertaking a broad range of operational activities in support of student placements within a dedicated program/s and/or discipline/s within agencies external to the University. This role is a key contact for students, industry partners and staff requiring advice in relation to student placements. This position may be required to supervise administration staff supporting placement activities.

2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma or certificate level qualification with relevant subsequent experience, or an equivalent combination of relevant work experience and/or training.

3.0 Key Responsibilities

- In conjunction with relevant stakeholders, provide administrative support for placements (domestic and international) including the allocation, coordination and/or management of placements programs.
- Assist the academic lead in the recruitment of placements for individual and reoccurring placement arrangements. This includes making contact with new placement partners or maintaining established placement provider relationships.
- Coordinate the establishment and administration of placement deeds with a range of providers as required.
- Carry out the administration and utilisation of dedicated education or placements software including monitoring student pre-placement requirements and reporting as required.
- Undertake a range of placements-based operational activities including maintenance of databases and records, orientation materials, room bookings, evaluations, assessment records, management of finances, scheduling and the preparation of placements-based correspondence as required.

- Effectively collaborate and communicate with a broad range of discipline-based stakeholders including placements supervisors, student groups and other areas of the University.
- Liaise with a range of industry stakeholders to identify and secure future employment opportunities for graduates as well as actively promoting Griffith programs to assist with graduate recruitment.
- Provide policy and procedural advice to students, academic staff and key stakeholders and where relevant, contribute to the development of procedures to ensure compliance with governing standards.
- Coordinate the quality assurance processes for practice education in conjunction with relevant stakeholders.
- Coordinate the administrative processes for the hiring and payment of placements supervisors including payment to external agencies as required.
- Provide support during student lifecycle activities including orientation, TSXPO, Open Day, student experience days and other school/group-based events and promotional activities as required.
- Provide relevant information to support accreditation requirements.
- Support working parties and ad hoc committees; preparation of agendas, minutes and undertake follow up of action items.
- Review and update web content as it relates to student placements.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our Capability Development Framework.