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| Position Title | Placements Officer |
| Group/Portfolio | Arts, Education and Law / School of Education and Professional Studies |
| Classification | HEW 5 |
| Position Number | 00054927 |
| Reports To | School Manager |
| Employment Type | Fixed term |

1.0 Position Purpose

The Placements Officer undertakes a broad range of operational activities in support of student placements as a key part of initial teacher education. The primary focus of this role is to match students with appropriate placements, working closely with key academic leads and professional partners. Success in this role requires effective and efficient work with other team members in the Professional Experience Office, with academic and professional colleagues and with external providers.

2.0 Eligibility Requirements

- The occupant of this position will hold at least 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

- Support the allocation and co-ordination of student placements in conjunction with the other members of the Professional Experience Office and the academic lead.
- Establish and maintain student records on the placement database and monitor and ensure compliance with the relevant health and safety checks.
- Manage the provision of placements for students in consultation with other stakeholders and colleagues and the allocation of their academic supervision.
- Build and maintain relationships with industry partners and relevant stakeholders.
- Provide policy and procedural advice to students, staff and key stakeholders and, where relevant, contribute to the development of procedures ensuring compliance with University policy and governmental legislation.
- Support the quality assurance processes for professional practice education and review and update published materials providing guidance to students and providers.
- 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](#).