Position Title	Clinical Support Officer – Micro-credentialing and Short Courses
Group/Portfolio	Griffith Health
Classification	HEW 5
Position Number	00061185
Reports To	Director, Micro-credentialing and Short Courses
Employment Type	Fixed term (1 year) 0.5 EFT

1.0   Position Purpose

The Clinical Support Officer is a key role in Griffith Health, supporting the Group's micro-credentials and short courses portfolio by providing administrative assistance and support to the micro-credential portfolio's day-to-day operations. It also provides backfill for the Human Patient Simulation program and performs other administrative work/projects as required.

The Clinical Support Officer works collaboratively with staff across the Health Group and in central elements of the University, including the Director, Micro-credentialing and Short Courses, Dean Learning and Teaching, academic staff and professional staff members.

2.0   Eligibility Requirements

- The occupant of this position will hold a minimum of an associated diploma qualification and at least two years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0   Key Responsibilities

- Provide general administrative support, including work party and committee support, for micro-credential and short course development, review and renewal.

- Assist the Director, Mico-credentialing and Short Courses to identify funding opportunities and to prepare applications and reports.

- Coordinate and manage the processes relating to the development, planning and approval of micro-credentials, short courses, and digital badges, including performing environment scans, supporting staff with preparing documentation, and submitting documentation.

- Provide policy and procedural advice to academic and professional staff and key stakeholders, and where relevant contribute to the development of procedures to ensure compliance with governing standards.

- Support processes related to micro-credentials, short courses and digital badges, including assisting with data collection related to their evaluation and improvement.

- Effectively collaborate and communicate with a broad range of stakeholders within Griffith Health and across the university as well as with external stakeholders.

- 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 micro-credentials and short courses.

- Provide backfill for the Human Patient Simulation Officer and undertake other administrative and project work within the broader Dean (learning & Teaching) portfolio, as required.

- This position may be required to task on other responsibilities commensurate with the expectations of a role at this level, which contributes to the overall objectives of the Health Group Learning and Teaching Portfolio.

- Maintain compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards 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/Others section of our Capability Development Framework.