

Position Title	Placements Officer
Group/Portfolio	Griffith Health – Health Placement Support Hub
Classification	HEW 5
Position Number	
Reports To	Health Placement Support Hub Manager
Employment Type	

1.0 Position Purpose

The Hub Placements Officer will work within the Health Placement Hub and closely with the Health Schools including Placement Officer, Academic leads, and Professional / Industry partners. The Hub Placement Officer is responsible for undertaking a broad range of operational activities in support of student placements with reference to compliance requirements as set by the Health Sector and the Griffith University Local Health Protocol. They will work in partnership with the Health Schools in dedicated program/s and/or discipline/s. 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 and accountability for placements (domestic and international) including management of “Fit for Professional Practice” documentation for the lifecycle of the student, providing support into the Health Schools and placement programs.
- Lead and promote compliance with relevant legislation and University policies and procedures, including vaccinations and health tests, licenses and certificates, online training on topics such as health and safety, inclusion, and use of personalised protective equipment (PPE) and forms.
- Carry out the administration and utilisation of dedicated education or placements software including monitoring student pre-placement requirements, maintaining FFPP status throughout the student lifecycle and reporting as required. Engage in system improvement and innovation activities to improve efficiency of Health Placement Support Hub and the student experience.

- Assist the Health Placement Support Hub Manager in the recruitment of placements for individual and reoccurring placement arrangements. This includes contacting new placement partners or maintaining established placement provider relationships.
- Coordinate the establishment and administration of placement deeds with a range of providers 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 School based placement officers, academic and professional, 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.
- Support the administrative processes for the invoicing of placements.
- 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](#).