

Position Title	Health Placement Advisor
Group/Portfolio	Health
Classification	HEW 7
Position Number	00053070
Reports To	Manager Placement Support Hub
Employment Type	Continuing

1.0 Position Purpose

Reporting to the Manager Placement Support Hub, this position is responsible for providing interpretation, advice and decision on a range of placement issues and management of placement processes across the Group. The position has a key role in supporting a positive student placement experience and will assist the Manager in ensuring placement student compliance requirements are met, co-ordination of agreements with external partners and placement reporting. The position will work in collaboration with Schools including Placement Officers, and other key internal and external stakeholders. The position actively contributes to the strategic and operational objectives and planning of the Group.

2.0 Eligibility Requirements

- Relevant tertiary qualifications or a combination of relevant qualifications and experience, ideally in a health setting.

3.0 Key Responsibilities

- Support the Manager for ensuring placement student compliance requirements are met, co-ordination of agreements with external partners and placement reporting.
- Provide interpretation, advice and decision on a full range of placement policy and legislative issues, and contribute to policy and procedural developments, decision-making, problem solving and strategic planning around placements.
- Establish and maintain strategic relationships with a wide range of external stakeholders, including health care organisations, and internal university staff and departments.
- Negotiate, establish and facilitate compliance to placement legal agreements. Oversee and maintain the electronic legal agreement library on ConvergePoint.
- Support the Director External Engagement in operational and strategic planning for meeting future placement requirements.

- Support the operations of the Placements Support Hub to drive high quality administrative services, planning for future placement requirements and the continued development of the placement tool/s (primarily SONIA) ensuring consistent adoption of the system.
- Under the broad direction of the Manager, lead small to medium projects. Apply project management methods and contribute to communication and training strategies that ensure adoption of technologies and a smooth transition to business-as-usual.
- Contribute to the development and implementation of standard operating procedures for the Group's use of the SONIA placement database and the development of training for Clinical Placement Officers.
- 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.
- Develop and implement process improvements to drive efficiencies related to Placements.
- Ensure effective communication with Schools within the Health Group.
- 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](#).