

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Workplace Experience Placement Officer

Level: 5

Faculty: Faculty of Science, Medicine and Health

Department: School of Nursing and Midwifery

Primary purpose of the position:

The purpose of this position is to provide administrative support for the delivery of the workplace experience requirements for School of Nursing and Midwifery.

Position Environment: (Optional)

Effective and efficient clinical placement processes underpin the School's programs. Accordingly, the School's clinical placement processes and systems are critical to the achievement of its teaching and learning objectives and positive student experience.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Develop, maintain and use efficient and effective administrative processes, in consultation with the Manager, Clinical Placement Administration, to support the delivery of SNM workplace experience requirements	50%	<input checked="" type="checkbox"/>
2. Liaise with School academics (including Clinical Facilitators) and students regarding workplace experience administration issues	20%	<input type="checkbox"/>
3. Liaise with NSW Ministry of Health and private health care providers regarding clinical administration systems and processes (eg. ClinConnect, verification of students, placement requests)	20%	<input checked="" type="checkbox"/>
5. Support the continuous improvement of administrative processes which underpin the delivery of SNM workplace experience requirements	10%	<input type="checkbox"/>
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	<input checked="" type="checkbox"/>
7. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ongoing	<input checked="" type="checkbox"/>

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Manager, Clinical Placement Administration

The position supervises the following positions: may supervise casual administrative support staff

SELECTION CRITERIA - Knowledge & Skills:

Knowledge

Essential

- Demonstrated skills in applying client service principles
- Excellent organisational, time management and administrative skills
- Strong problem solving skills
- Demonstrated ability to manage multiple projects/events at one time and maintain attention to detail

Desirable:

- Knowledge of University student administration processes

Skills

Essential

- Proficient in the use of the Microsoft Office suite of programs and databases
- Effective written and verbal communication skills
- Demonstrated ability to supervise the execution of tasks to meet required outcomes
- Demonstrated ability to work as part of a team and to contribute positively to a developing team
- Demonstrated capacity to exercise independence and initiative in planning and prioritising tasks and projects
- High level organisation and negotiation skills
- Ability to deal with confidential information and sensitive issues appropriately

SELECTION CRITERIA -Education and Experience:

Education

Essential:

- Completion of degree or certificate with subsequent relevant work experience or a combination of experience and/or education/training deemed equivalent.

Experience:

Essential

- Experience in reviewing processes, proposing process improvements and implementing process improvements
- Understanding of the operational structures of health organisations including NSW Health

Desirable:

- Experience working in a student service role
- Experience in administering the placement of students in clinical, practicum or work experience programs

Personal Attributes:

To perform effectively in this position you will: -

- enjoy working as part of a team,
- able to work effectively in a deadline driven environment,
- possess excellent interpersonal skills,
- be willing to learn by reflecting on experiences and learning from such experience,
- question the status quo,
- be eager to take on challenges,
- be customer focussed and
- respect differences in team members.