

Clinical Placement Officer

HEP Level 7

POSITION NUMBER	G01064
ORGANISATIONAL UNIT	College of Sport, Health and Engineering
POSITION REPORTS TO	Head Of Program Clinical Science
OVERALL PURPOSE	<p>The overall purpose of the Clinical Placements Officer is the management and administration of placement activities for the postgraduate Clinical Psychology programs within the College of Sport, Health and Engineering. Responsibilities include coordination of internal Psychology Clinic Placements and management of external clinical psychology placements.</p> <p>The Officer will be responsible for establishment and maintenance of agency contacts, facilitation of students into available placements, mid and end of year student competency review, the timely dissemination and collection of required documentation, and accurate record keeping, including student logbooks.</p> <p>A key aspect of the position includes communication and negotiation of clinical placement matters with clinical agencies across the state of Victoria in close collaboration with the clinical placement coordinator</p>
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with the VU Psychology clinic manager, academic teaching and supervising staff of the suite of Postgraduate Psychology program, as well as other placement officers within the psychology discipline and College administration teams. <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ Liaises and negotiates with agencies, specifically health agencies and students.
LOCATION/CAMPUS	The position is currently located at the MetroWest Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

People and Culture use only

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The College of Sport, Health and Engineering offers a variety of courses ranging from undergraduate degrees through to doctoral studies. Field placements are required for undergraduate students as capstone studies, and in professional program to meet accreditation standards.

The College operates mainly within the Footscray Park Campus. The Clinical Psychology program is supported by a dedicated training Clinic VU Psychology Clinic at MetroWest in Nicholson Street, Footscray

The current program areas within the College are:

- Allied Health
- Clinical Science
- Biomedicine and Life Sciences
- Built Environment & Engineering
- Nursing & Midwifery
- Sport & movement Science

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Coordinate and manage the administrative systems that enable the Placements of students in a timely and a professional manner, ensuring accountability and compliance with quality systems, University policies and procedures, and regulatory and legislative requirements.
- ◆ Establish and maintain accurate databases which provide documentation of the diversity of the Placement Program and which includes relevant details of community agencies, and placement and contact details of students, and University staff.
- ◆ Collaborate with academic staff in Psychology and relevant stakeholders to prepare, update and disseminate documents related to the placement Program in a timely manner. This includes placement manuals, written guidelines to agencies, format of learning contracts and information related to principles, procedures and responsibilities associated with placements.
- ◆ Monitor, assess and report student progress in the community setting (including with site visits) in line with College processes. This includes advising students on their learning and related needs and assisting with any problems that may arise between the student and the agency supervisor or the agency.
- ◆ As appropriate, provide clinical supervision of students undertaking placements in the Psychology Clinic.
- ◆ Work with other placement and fieldwork staff to advance the work of the College in the area of Professional Placements.
- ◆ Ensure compliance with all student mandatory proprietary checks and documentation
- ◆ Liaison and negotiation with a wide range of agencies in regards to student practica, ensuring learning outcomes are properly specified and outcomes documented.
- ◆ Operating within the Psychology Clinic environment to ensure appropriate levels of professional activities and behaviour is exhibited by students.
- ◆ Contributes to continuous improvement of policies, procedures, processes and initiatives in the Psychology clinic.
- ◆ Provision of high-quality and timely consultancy and advisory services to students and staff, addressing and resolving issues related to student behavior during clinical placements.
- ◆ Provide high level administrative and organisational support to the Psychology Disciplines in clinical training.
- ◆ Share VU commitment to Equity and Diversity, Health and Safety, VU Values and Behaviours and display these in the way they go about their work.

TYPICAL/MAJOR CHALLENGES

- ◆ Ability to work independently and prioritise work demands within the remote management team to respond to technical faults reported by customers.
- ◆ Required to achieve the position objectives while operating within a framework of University policy, either as a member of a team or independently within agreed time frames and within agreed budget.
- ◆ Review of current practice and delivery to ensure ongoing relevance and achieve continuous improvement/excellence
- ◆ Ensure student placements and records are in accordance with the Accreditation and Approvals requirements of Clinical Psychology.
- ◆ Must comply with all University governance and relevant legislative requirements

LEVEL OF SUPERVISION

Operates under broad direction from Head of Psychology, and direct liaison with the Director of the Psychology Clinic and may be required to manage other administrative, technical and/ or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ The Clinical Placements Officer will have the level of experience to enable them to exercise a high degree of judgement, initiative and commitment in carrying out their duties.
- ◆ Familiar with federal and State government legislation and policies related to the tertiary education sector and its impact in their area of clinical psychology.
- ◆ Knowledge of University operations, governance and decision making processes, including quality assurance policies and procedures and other relevant legislative requirements.
- ◆ Knowledge of Victorian mental health agency settings and the services provided.

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training equivalent to a Masters degree in Clinical Psychology with 4 years subsequent relevant experience or extensive experience and management expertise, or an equivalent combination of relevant experience and/or education/training
2. Registration as a Psychologist with the Psychology Board of Australia and preferably endorsement as a clinical psychologist.
3. Demonstrated ability to work both independently and in a collaborative, team orientated environment.
4. Demonstrated ability to liaise and communicate with a broad range of representatives from community organisations in a professional manner and the ability in dealing with students from a variety of cultural backgrounds.

5. Excellent organisational and time management skills including an ability to work to tight deadlines.
6. Excellent interpersonal and communication skills (oral and written), presentation and report writing skills.
7. Proven ability to offer appropriate support to, provide advice to, and review competence of students in matters pertaining to practicum placements.
8. Ability to manage confidential and sensitive material.
9. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OHS and Anti-Discrimination responsibilities and complete/attend relevant training.
10. A current Working with Children's Check and valid driver's licence.

Desirable

1. Supervisor Registration as a Psychologist
2. Experience in the provision of Placements in a tertiary environment including ability to develop appropriate systems and processes.
3. Experience in managing placement in an internal University psychology clinic.

Organisational Chart

