VICTORIA UNIVERSITY

Clinic Coordintor - Psychology

HEP Level 8

POSITION NUMBER	913102
ORGANISATIONAL UNIT	College Of Sport, Health and Engineering
POSITION REPORTS TO	Head of Clinical Science/Head of Psychology
OVERALL PURPOSE	The overall purpose of the Clinic Coordinator is to provide leadership and coordination for the Victoria University Psychology Clinic clinical activities. The role involves recruitment, induction and oversight of supervising clinicians and supervision of students in practice in the VU Psychology Clinic and overall management of client work in the clinic.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	**Within the University the position:** ◆ works closely with the Professional, academic and teaching staff ◆ works with all College administration teams and IT ◆ supervises the sessional supervisors **Outside the University the position liaises with:** ◆ external stakeholders
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.

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.

People and Culture use only

Date Updated	01/04/2025	Date Classified	00/00/0000

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 Master of Psychology programs are 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 Lfe Sciences
- Built Environment & Engineering
- Nursing & Midwifery
- Sport & movement Science

MAJOR TASKS AND ACCOUNTABILITIES

- **Assist in the management of the day to day clinic operations, including advertising to attract clients, client intake and client allocation to students in individual and group therapy, clinical group supervision of students, supervising sessional clinical supervisors, resulting and ensuring compliance completion requirements are met.**
- **Manage development and implementation of a policy/project requiring a high degree of knowledge and sensitivity.**
- **Responsible for planning, strategy and evaluation of the student clinic environment.**
- **Liaise with course chairs and academic teams to ensure student support and the clinic is run in conjunction with outcomes of the courses.**
- **OHS & Risk Management – manage regulatory and professional requirements/standards and coordinate any internal systems, including feedback mechanisms and updating of internal policy/procedure.**
- Provision of high quality advisory services, **support and reports to stakeholders as required on the clinical operations.**
- **Organise and oversee internal assessment of students, including provision of results and completion of clinical requirements.**
- **Engage with Marketing for development of marketing plans and campaigns.**
- **Undertake clinical supervision within the clinic as required.**

TYPICAL/MAJOR CHALLENGES

- **Contribute to the development and implementation of a high performing student clinical operation, taking into consideration the needs of a diverse cohort of students, with a high degree of knowledge and sensitivity.**
- **Exercise a high degree of independence in the design, development, implementation, management and evaluation of clinical programs and projects at a strategic and operational level whilst consulting with relevant stakeholders to ensure needs and expectations are met.**
- **Significant innovation and initiative are required to review and evaluate current practice and delivery ensuring ongoing relevance and continuous improvement/excellence.**

LEVEL OF SUPERVISION

Operates under 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

- **Significant expertise in leadership and coordination for the teaching clinics and clinical activities of the College of Sport, Health & Engineering.**
- **Knowledge and** sound **understanding of relevant governance policies and procedures and how these apply to students, or the ability to quickly acquire this knowledge.**
- **Good understanding of federal and state government legislation and policies related to health care system, AHPRA and PsyBA and the implications of for psychology practice.**
- **Plan, develop, implement and review programs/projects involving major change, which may impact on other areas of the College operations.**
- **Knowledge and sound understanding of University operations, governance and decision-making processes, including quality assurance policies and procedures and other relevant legislative requirements.**
- **Knowledge of the Psychology program, scope of capability/practice and standards.**

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training equivalent to: Post graduate qualifications in psychology or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience and management expertise, or an equivalent combination of relevant experience and/or education.
2. **Registered Psychologist (AHPRA) with endorsement in clinical psychology**.
3. **Demonstrated experience in health professions, clinical and/or simulation based education.**
4. **Demonstrated ability to facilitate groups to work collaboratively and strategically in a higher education setting.**
5. Demonstrated **leadership capability and evidence of leadership experience.**
6. **A broad understanding of changes within the health care system and the implications of those changes for psychology practice.**
7. **Ability to work as a member of an interdisciplinary team.**
8. **Demonstrated commitment to evidence-informed practice.**
9. Excellent interpersonal and communication skills (oral and written), influencing and negotiation skills, presentation and report writing skills.
10. Ability to manage confidential and sensitive material.
11. **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 trai**ning.

Desirable

1. Previous experience and knowledge of training postgraduate students in Master of psychology program.

Organisational Chart