

# Position description

Greater together 

Position title:	Manager, Psychology Placement
Institute/School/Centre/ Directorate/VCO:	Institute of Health and Wellbeing
Campus:	Mt Helen or Berwick. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Part-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
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Recruitment number:	JR101223

## Position summary

The Manager, Psychology Placement will be responsible for the management of placements for psychology students, ensuring they meet academic and industry requirements, including provision of specialist guidance as a Board-approved supervisor to ensure ethical and professional standards as outlined by the Australian Psychology Accreditation Council (APAC), Australian Health Practitioner Regulation Agency Board (AHPRA), and Psychology Board of Australia (PsyBA) are met.

The Manager, Psychology Placement will support students undertaking internal and external placements and conduct reviews of placement progress, including ensuring the development of psychological skills in assessment, diagnosis, and evidence-based psychological intervention. There is also the requirement to supervise students undertaking psychology placements within FedCare Psychology Services (our training clinic); and contribute to the Institute's administrative functions.

### Portfolio

The Institute of Health and Wellbeing operates across the three main campuses of Mt Helen (Ballarat), Berwick and Gippsland (Churchill), and comprises approximately 150 fixed term and continuing academic staff, and a range of administrative, professional and sessional staff members. The Institute offers undergraduate and postgraduate programs in exercise and sports science, nursing, midwifery, paramedicine, psychology, occupational therapy, physiotherapy, public health, speech pathology, work health and safety, and research. Research, industry collaboration and consultancy form a major aspect of the Institute's activities, with numerous partnerships established with local, state, national and international organisations.

### Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. Manage placements for postgraduate psychology students in various clinical and community settings, including monitoring placement schedules and resolution of issues related to placement logistics or student needs such that students are supported in the development of psychological skills.
2. Lead communication, and develop and maintain relationships with external agencies, hospitals, clinics, and organisations to assess organisational capacity to provide placements that adhere to APAC requirements for Level 3 and 4 programs, and establish and maintain placement opportunities in psychology.
3. Manage the placement process and provide psychological supervision to students undertaking psychology placements within FedCare psychology services.
4. Ensure that all placements meet academic standards and comply with relevant industry requirements and regulations (APAC, AHPRA, PsyBA).
5. Manage APAC competency requirements ensuring logbooks, mid and end placement review documents are completed. Complete documentation for students at risk, ensuring interventions are implemented and monitored.
6. Provide expert technical guidance and support to students throughout the placement process, acting as the primary point of contact for students in relation to placement issues relating to client work, clinical supervision, and the provision of appropriate psychological services.
7. Collaboratively work with clinical teaching staff, supervisors, the placement team, and academic coordinators to ensure alignment between placement activities and curriculum requirements.
8. Resolve conflict and implement solutions between students, placement supervisors, and academic staff, ensuring a positive and supportive learning environment that supports the development of the necessary psychological competencies.

9. Provide strategic support, advice and recommendations requiring integration of a range of University policies and external requirements, and an ability to achieve objectives operating within complex organisational structures, for example ensuring effective integration of APAC standards as programs are developed and delivered to help transform lives through world-class education while creating meaningful, impactful and long-lasting partnerships with employers, industry and community organisations.
10. Assist in the management of a large functional unit with a complex set of functions, including the management of stakeholder needs and liaison with relevant external professional bodies (e.g., Australian Health Practitioner Regulation Agency and the Australian Psychological Accreditation Council).
11. Contribute to team projects and various committee meetings.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position.
13. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
14. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OHS) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### **Level of supervision and responsibility**

The Manager, Psychology Placement, works under broad direction, working with a degree of autonomy to manage the student placement process making recommendations and ensuring compliance to and adherence to relevant policies, procedures and legislation. The Manager, Psychology Placement will need to exercise a high level of independent judgement and discretion in coordinating and managing student placements. The role requires complex problem-solving and decision-making across diverse and often sensitive scenarios involving students, supervisors, external organisations, and regulatory frameworks.

### **Position and organisational relationships**

The Manager, Psychology Placement, reports to the Senior Clinical Lead (Psychology) and works with the Head of Psychology; the Head of Clinical Services and Programs (Psychology); and the Pro Vice Chancellor Co-operative Education and Institute of Health and Wellbeing, and works as part of the Institute's team of academic and administrative staff. This role will work in collaboration with the placement team to ensure compliance with University policy and procedures including placement agreements, compulsory documentation and placement insurance requirements

### **Key selection criteria**

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### **Training and qualifications**

1. Completion of:
  - A minimum of a Masters degree in an APAC-accredited program, and
  - extensive experience and management expertise; or
  - an equivalent combination of relevant experience and/or education/training.
2. The Placement Coordinator, Psychology will hold general registration as a psychologist, clinical endorsement, and Board Approved supervisor status with AHPRA/PsyBA.
3. A valid Working with Children Check (WWCC) or applicable state-based equivalent, or current registration with the Victorian Institute of Teaching (VIT).

**Experience, knowledge and attributes**

4. Demonstrated experience in coordinating, assessing, and providing clinical supervision in psychology placements or internships, preferably within a higher education setting leading to psychological registration with AHPRA.
5. Demonstrated experience in providing leadership and peer mentoring for the purposes of improving supervisory practices in psychology.
6. Demonstrated extensive knowledge of the psychology regulations and standards, particularly those set by the Australian Psychology Accreditation Council (APAC) and AHPRA, including the Code of Conduct and Competencies for General Registration, and the ability to apply these to postgraduate students and provisional psychologist in training.
7. Extensive experience in the provision of supervision to students undertaking postgraduate training in psychology
8. Capacity to work independently, as well as part of a team.
9. Organisational and administrative abilities necessary to establish, coordinate, assess and manage geographically diverse psychology student placements.
10. Demonstrated experience in effectively liaising with external stakeholders to achieve mutually successful outcomes.
11. Excellent interpersonal, oral, and written communications skills and an ability to relate well to students and other University staff.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*