

# Position description

Greater together 

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| Position title:                              | Placement Officer   |
| Institute/School/Centre/<br>Directorate/VCO: | Engagement and Co-op  |
| Campus:                                      | Mt Helen Campus. Travel between campuses may be required.   |
| Classification:                              | Within the HEW Level 5 range  |
| Time fraction:                               | Full-time   |
| Employment mode:                             | Fixed-term employment   |
| Reason for fixed term:                       | Replacement employee  |
| Probation period:                            | This appointment is offered subject to the successful completion of a probationary period.                          |
| Further information from:                    | Sarah Murphy, Team Leader, Cooperative Placements<br>Telephone: (03) 5327 9982<br>Email: s.murphy@federation.edu.au |
| Recruitment number:                          | JR101332  |

## Position summary

The Placement Officer is responsible for the administration of co-operative learning functions within the higher education institutes and TAFE. The position will work closely with the Course Coordinators to ensure compliance with policies and procedures, provide efficient communication with placement organisations, students and staff and implement procedures to ensure a quality experience for our students and industry partners. The position may be responsible for coordinating placements for students across all campuses. Travel between campuses may be required.

## Portfolio

The Engagement and Co-operative Portfolio leads the University's domestic and international engagement activities, and consists of the Regional Strategy and Engagement, Co-operative Placements Team, Alumni and Advancement.

Regional Strategy and Engagement are responsible for the regional engagement and development of key stakeholders including local government, businesses, industry and communities, to raise the profile of the University, to maximise partnership value and to ensure that the University maintains relevancy and continues to respond to stakeholder needs. Also responsible for the development and delivery of co-operative experiential learning and placements across Higher Education and TAFE.

## 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 Federation University's 2040 Strategic Plan and share the University's values of:

**INCLUSION**, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

**INNOVATION**, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

**EXCELLENCE**, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

**EMPOWERMENT**, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

**COLLABORATION**, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

### Key responsibilities

1. Coordinate the administration of placements by evaluating, processing and tracking requests, allocating students and liaising with various stakeholders.
2. Assist in the development, documentation and implementation of procedures to ensure consistent business processes.
3. Establish, maintain and store legal agreements for placements in accordance with University policies, procedures and guidelines.
4. Maintain accurate and confidential records and files of student placements, including attendance information, assessments, student police checks, Working with Children Certificates, Immunisation histories, medical declarations, related grades and other documents as required for placements.
5. Contribute to the administering of financial processing related to placements and monitoring of budgets.
6. Provide accurate information and advice to employers, students and staff.
7. Assist with the development and maintenance of promotional materials and activities.
8. Liaise with other areas of the University as required to gather information, stay informed and contribute to the requirements of the Institutes and Co-operative Placement team
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
10. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
11. 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 Placement Officer reports to and receives general direction from the Team Leader Co-operative Placements. The position is responsible for the comprehensive administration of placement activities within the Discipline and supporting the compliance requirements of the course. The position is required to resolve problems by applying

existing policies, procedures and guidelines and use judgement when responding to issues and discerning when issues should be escalated to the Team Leader and/or Manager, Co-operative Placements. The position is also required to ensure confidentiality is maintained.

The Placement Officer is responsible for managing their time efficiently and prioritising tasks in an environment of conflicting deadlines.

### Position and organisational relationships

The Placement Officer reports to the Team Leader Co-operative Placements and will work collaboratively with staff within the disciplines and portfolio and across the University, as well as establishing and maintaining collaborative relationships with external stakeholders to support the delivery of placements.

### 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 degree without subsequent relevant work experience qualification/experience relevant to classification level; or
  - an advanced diploma qualification and at least one year's subsequent relevant work experience, or
  - a diploma qualification and at least two years subsequent relevant work experience, or
  - a Certificate IV and extensive relevant work experience; or
  - a post trades certificate and extensive relevant experience as a technician; or
  - an equivalent combination of relevant experience and/or education/training.
2. Hold a valid Employer Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

### Experience, knowledge and attributes

1. Experience in the administration of placements in a Higher Education or TAFE setting.
2. Demonstrated administrative skills, including the ability to maintain efficient and effective record-keeping and filing systems and databases.
3. Demonstrated ability to interpret policies and procedures, and to provide accurate and timely advice to stakeholders.
4. Demonstrated communication and interpersonal skills, including the capacity to work collaboratively with a range of stakeholders to ensure quality customer satisfaction as well as the capacity to maintain strict confidentiality.
5. Demonstrated problem solving, time management and organisational skills, including the ability to prioritise workloads and meet tight deadlines while paying attention to detail.
6. Demonstrated ability to work independently and as a contributing member of a team as well as the capacity to work in a collegiate manner with other staff in the workplace and across campuses.
7. Demonstrated word processing and Microsoft Office skills, in particular MS Word, Excel, PowerPoint, VISIO and email, SharePoint and Teams as well as the demonstrated ability to use other relevant applications, such as My Student Centre, FDL, InPlace and PlaceRight.
8. Demonstrated working knowledge and application of the Child Safety Standards.
9. 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.*