



Position Description

Position Title: Health Placement Coordinator

Position Number: P33218

Classification: HEW 6

Organisational Unit: School of Health Sciences

Department: Placements and Partnerships

Position Purpose

The Health Placement Coordinator provides specialised administrative support to the School of Health Sciences in relation to end to end of students' Health placements. Working under general direction, the role coordinates placement administration processes, including placing students in health facilities, responding to student placement related requests and liaising with the relevant school leaders, academic staff, external facilities and external facilitators regarding documentation and recording student's placement details. The incumbent, under general direction, will foster good working relationships with placement providers and School's partners.

Location

This position is currently located at the Hawthorn campus but the incumbent may be required to undertake duties at any of the University's campuses. Thus the incumbent must be willing to travel between campuses and work at a range of locations. Subject to suitability, this position may be eligible for flexible working options such as working from home arrangements.

Reporting Line

Reports to: Manager, Health Placements

Direct reports: None

Key Responsibility Areas

Placement Coordination	• In collaboration with academic staff, coordinate and facilitate placement administration processes including liaison with internal and external partners to ensure that placements are allocated and implemented efficiently and effectively. • Identify and liaise with relevant professionals in health services (hospitals, community health and community mental health centres, etc.) regarding student placement planning (dates, student numbers, etc.) • Support the identification of potential placement opportunities, in consultation with academic staff and the Manager, Health Placements. • Monitor and support the administrative implementation of placement-related requirements arising from government, accreditation or regulatory changes, escalating interpretation or complex compliance matters to the Manager, Health Placements, Academic Placement Convenor or other relevant specialist area as required. • Communicate with students through written correspondence and face-to-face interactions regarding placement requirements, compliance obligations, and placement-related information. • Confirm student compliance documentation including: Police and Working with Children's Check; immunisation records and other health discipline specific requirements and check and verify within appropriate recording systems. • Provide administrative support to the Academic Placement Convenor in relation to placement processes and procedures, including induction, compliance documentation, issue tracking and risk-related administration, with complex or high-risk matters escalated in accordance with school processes. • Coordinate placements and liaise with placement providers regarding student and supervisor details and resolve issues as they arise. • Coordinate the administrative tracking, initiation and renewal of agency agreements and related risk assessment documentation, in consultation with relevant academic, governance, legal or specialist stakeholders as required. • Complete timely reconciliation and payment of invoices. • Other placement related processes and tasks to effectively and efficiently coordinate student health placements.
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Record Management	• Monitor and respond to email enquiries from students, external partners, and other stakeholders • Maintain accurate records to track student placements including outcomes across multiple placement units. • Ensure the accuracy and integrity of data entered into Swinburne and external partner databases and information management systems. • Ensuring electronic filing is up to date and is saved using Swinburne protocols.
Stakeholder Management	• Attend partner meetings with Academic Placement Coordinator. • Establish and maintain effective operational relationships with representatives of health sector placement partners to support the coordination and administration of student placements. • Promote positive working relationships with placement providers and other institutions. • Promote and maintain a culture of excellence in service delivery, ensuring responsive, professional, and stakeholder-centred support. • Liaise with relevant internal Swinburne departments to support continuous improvement of placement administration processes, systems and service delivery.
Teamwork	• Contribute to and support the creation of a pleasant, creative and collaborative department and the building of relationships in a rapidly changing environment. • Work effectively as part the school placements team to collaborate, sharing best practice and contributing to shared placement administration processes, cross-cover arrangements and consistent practice across placement-related activities. • Support colleagues during peak periods and contribute to a flexible, team-oriented approach to workload management. • Actively participate in team meetings, planning activities, and continuous improvement initiatives.
Swinburne Values	Commitment to the Swinburne Values: • One Swinburne - We work together, bringing our unique skills to achieve our common purpose and strategy. • Future – Focused - We commit to taking bold strides – ‘moon shots’ – and are constantly innovating, disrupting, renewing and changing to create tomorrow's technology and talent today. • Engaged - We strive to be the most industry-engaged university, to amplify our impact and support all students to be future-ready • Empowered - We are trusted, and expected, to act and make decisions commensurate with our roles and skills, and to drive continuous improvement, to deliver our common goals.

	• Accountable - We are accountable for our contributions to Swinburne's success and sustainability, for the ways we work together, and for the outcomes that we deliver for students, partners and society.
Other	• Undertake Division-wide and/or university-wide responsibilities as required

Key Selection Criteria

Qualifications	• A degree with substantial subsequent relevant experience; or extensive experience in similar administrative fields; or equivalent combination or relevant experience and/or education/training.	Essential
Experience/ Knowledge/Attributes	• Experience in an administrative role including coordination of a range of functions and provision of advice about, and interpretation of, policy and procedures, in a tertiary education institution.	Essential
	• Experience and demonstrated knowledge of the health sector.	Essential
	• Excellent organisational and time management skills, along with the ability to prioritise activities, manage competing priorities respond to ad hoc and time critical requests while meeting deadlines.	Essential
	• Excellent interpersonal communication skills with the ability to communicate, liaise and work with people at all levels both internal and external to the university with tact, maturity and appreciation of sensitive issues.	Essential
	• Demonstrated ability to work both collaboratively and flexibly within a team environment.	Essential
	• Demonstrated conceptual, analytical and problem- solving skills.	Essential
	• Highly proficient computer skills, in particular MS Office Word, Excel, PowerPoint and database application.	Essential
Other	• A valid working with children's check card (or ability to obtain prior to or upon commencement).	Essential
	• Ability to complete a police check, as nominated by Swinburne University.	Essential