Australian National University

Position Description

College/Division:	ANU College of Science and Medicine
Faculty/School/Centre:	School of Medicine and Psychology
Department/Unit:	Education Support
Position Title:	Clinical Placements Officer (Clinical Placements)
Classification:	ANU Officer Grade 5 (Administration)
Position No:	18350
Responsible to:	Clinical Education Coordinator
Number of positions that report to this role:	0
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The ANU College of Science and Medicine encompasses the following disciplines: Astronomy and Astrophysics, Biology, Chemistry, Earth Sciences, Physics, Medicine and Psychology, and Medical Research. It is also home to various cross-disciplinary and specialist institutes and centres. Staff and students within the ANU College of Science and Medicine conduct research and deliver research-led education programs spanning the entire breadth of the sciences, supported by extensive international networks and world-class facilities.

The ANU College of Health and Medicine comprises the School of Medicine and Psychology, the John Curtin School of Medical Research and the National Centre for Epidemiology and Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health related fields, working in partnership with the health sector at local, national and international levels.

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Clinical Placements Officer is based at Canberra Clinical School and works within a small initiative-taking team supporting clinical education delivery for students enrolled in the post-graduate medicine program. This portfolio of work is accountable for the operational delivery of student placements (work integrated learning) across all years of the MChD program. The role maintains close working relationships with Canberra Health Services, private healthcare providers, other health facilities, academic staff, and students, and is responsible for maintaining accurate placement records and stakeholder communication. The position is hands on, office based and requires active engagement with clinical partners. The role also contributes to broader team activities as required, providing support for teaching, assessment, and administrative tasks during quieter placement periods or at the direction of the Clinical Education Coordinator.

Role Statement:

Under general direction, the Clinical Placements Officer will:

- Provide high quality operational and logistical support for the delivery of student placements, teaching and assessment activities in line with the curriculum and teaching outcomes and across the student life cycle This includes maintaining placement schedules, written and web resources, coordinating placement logistics, confirming details with clinical supervisors and placement providers, maintaining and updating data into the necessary databases.

- Function as the first point of contact for stakeholder enquiries related to program and placement delivery, including responding to and providing first level advice on matters such as placement schedules, teaching delivery, University policies and procedures, legislative requirements, and redirecting enquiries to relevant staff when needed.
- Ensure the maintenance of accurate student data through systems such as the learning management and student placement systems. Run routine and ad hoc reports, action items, conduct data integrity checks and ensure accurate record keeping across placement systems and associated databases.
- Support relevant committees and working groups, including the preparation of agendas and minutes, and the coordination of administrative matters related to teaching and placement activities.
- Assist with the implementation and roll-out of local or University-wide student-related projects, including placement-related initiatives, providing timely support, and contributing to continuous improvement activities. Provide basic training to faculty and students in relevant systems and processes as required.
- Liaise with colleagues and clinical partners, maintain and develop administration skills, and actively participate in professional development and continuous improvement of placement related activities.
- Support service improvement culture, working collaboratively to consult and gather information, to identify solutions and undertake tasks to achieve identified objectives.
- Contribute to the efficient and effective operation of the school by building professional networks, engaging in team and functional meetings and training, and professional development.
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Relevant qualification and demonstrated experience in an administrative role in a complex environment, or an equivalent combination of relevant experience and education/training. Experience in rostering, logistics coordination, complex scheduling, or event management will be highly regarded.
2. Sound knowledge of administrative practices including the ability to interpret and apply guidelines, policies, procedures, and legislative requirements.
3. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting and managing competing deadlines and delivering high-quality outcomes.
4. Ability to collaborate effectively with a wide range of stakeholders, both within the ANU and externally. Previous skills in managing stakeholder relationships will be regarded.
5. Demonstrated analytical, numerical, and organisational skills, with a strong interest in working with data, spreadsheets and accurate record keeping. Experience using Excel to manage complex information, generate reports and support operational decision making will be highly regarded.
6. Demonstrated written and verbal communication skills, with the ability to prepare clear and accurate placement related correspondence, documents, and reports. Experience in using large enterprise systems such as learning management systems, placement systems (e.g., InPlace), or similar platforms is desirable, along with familiarity with common software tools.
7. Proven ability to identify problems and opportunities and to participate in problem resolution, undertaking proactive investigation action, identifying, and/or managing risks, escalating complex. matters when needed, and contributing to solutions, with a focus on continuous improvement.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:	Tony Sapsford	**Date:**	18 September 2026

References:
Professional Staff Classification Descriptors
Academic Minimum Standards

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Science and Medicine	**Dept/School/Section**	School of Medicine & Psychology
Position Title	Clinical Placements Officer	**Classification**	ANU Officer 5
Position No.	16357	**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System Handbook.
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
Organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☒
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):