

**Faculty of Health**

**Placement Officer**

**School of Biomedical Sciences**

**Position No. 1005**

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## **General Information**

The University of Newcastle is one of Australia's leading universities with exceptional achievement in research and the international reputation for innovative approaches to teaching and learning. It is situated in the Hunter, Central Coast and North Coast regions of NSW.

The School of Biomedical Sciences prides itself on the delivery of high quality undergraduate and postgraduate course-work programs. The School has primary responsibility for the Bachelor of Biomedical Science program and the Master of Pharmacy program, the latter being established in 2004 as the first postgraduate Pharmacy training program in Australia. The School also teaches into a wide range of other health-related programs, including Medicine, Physiotherapy, Nutrition & Dietetics, Medical Radiation Science and Nursing.

The position is available part-time on an ongoing basis with possible extra funding from external sources on a year by year basis.

## **Position Description**

|                       |                               |
|-----------------------|-------------------------------|
| ROLE:                 | PLACEMENT OFFICER             |
| HEW LEVEL:            | 5 (0.5 FTE)                   |
| FACULTY:              | FACULTY OF HEALTH             |
| SCHOOL:               | SCHOOL OF BIOMEDICAL SCIENCES |
| IMMEDIATE SUPERVISOR: | SCHOOL EXECUTIVE OFFICER      |

## **Role Statement**

To coordinate and administer the Professional Placement of students for the School of Biomedical Sciences, in particular for the Master of Pharmacy program.

## **Role Description**

### *Supervision/Management/Leadership*

Be responsible to the Executive Officer, School of Biomedical Sciences, although the daily work schedule is in liaison with the Pharmacy Program Convener.

### ***Task level and Typical Activities***

Liaise with facilities, agencies and companies which provide placement opportunities for the Master of Pharmacy program.

Co-ordinate and confirm the allocation of students to a variety of health care and other facilities.

Proficiently use available University placement software.

Confirm placements with follow-up correspondence to participating health facilities.

Prepare and distribute, with academic input, annual Professional Placement Calenders.

Participate in formulation of policies and procedures relating to Professional Placement.

Advise students on placement related issues, e.g. immunisation requirements, National Police Certificate & Working with Children checks, insurance, travel, accommodation etc;

Make determinations and solve problems relating to the allocation of students to a variety of health care facilities throughout their program.

Keep databases up-to-date to enable informed decision making and reporting.

Participate on Faculty Placement committees as required.

Provide Administrative support to the Pharmacy program, when required.

Undertake other duties as required at this level.

### ***Organisational Knowledge***

Maintain proficiency in the work area's rules, regulations, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

Provide local authoritative advice in the context of varying circumstances.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance, Records Management and Occupational Health and Safety in the performance of the responsibilities of the position.

### ***Judgement, Independence and Problem Solving***

Make judgements with regard to the allocation and confirmation of the placements of all students enrolled in courses that involve clinical education for the School of Biomedical Sciences.

Apply expertise related to the above areas of operation and the relevant rules and/or regulations to affect the required outcomes.

Be able to identify priorities and source appropriate information and guidelines to make informed judgements.

Demonstrate analytical and problem solving skills within relevant rules and guidelines, form conclusions and provide recommendations to the program convener.

## **Selection Criteria**

- A relevant degree; or an associate diploma and subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated high level written and oral communications skills.
- Demonstrated high level organisational skills with ability to meet competing deadlines.
- Extensive computer experience with Word, Excel and database applications, and the ability to adapt to new software.
- Demonstrated accuracy, attention to detail and ability to follow procedures.
- Demonstrated ability to build and maintain relationships with key stakeholders.
- Demonstrated ability to work with limited supervision and broad direction and also as a member of a team.
- Demonstrated ability to apply initiative.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.
- A current Driver's Licence.

It is desirable that the successful applicant also possess the following:

- Familiarity with the structure and functions of a tertiary teaching institution.

## **Conditions and Benefits**

HEW Level 5 - \$47,051 to \$54,582 per annum (pro-rata for part-time).

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:  
<http://www.newcastle.edu.au/service/employment/conditions.html>

## **Further Information**

For additional information on the position please contact Diane Nesbitt on 4921 6624 or email:  
[Diane.Nesbitt@newcastle.edu.au](mailto:Diane.Nesbitt@newcastle.edu.au)

## **Related Links**

- [School of Biomedical Sciences](#)
- [University of Newcastle Annual Report](#)

## Closing Date

Applications close on Friday 18 July 2008.

**Note:** Your application must include a statement addressing the selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

## Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

### Internal Applicants

**Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.**

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

### External Applicants

Please forward your application **by email** to: [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au) quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team  
Level 1, The Chancellery  
University of Newcastle  
CALLAGHAN NSW 2308  
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.