



Position Description – Placement Coordinator, Clinical Psychology

Position Details

Position Title:	Placement Coordinator, Clinical Psychology
College/Portfolio:	STEM College
School/Group:	School of Health and Biomedical Science
Campus Location:	Primarily based at Bundoora campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 8
Time Fraction:	0.4 FTE
Employment Type:	Continuing
Reporting Line:	Senior Manager, School Operations and dotted line to Discipline Lead, Psychology

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

School of Health and Biomedical Sciences

The School of Health and Biomedical Sciences comprises three Academic areas:

- Clinical Sciences
- Health Sciences
- Medical Sciences

Primarily based at the RMIT Bundoora campus, we undertake teaching and research across the disciplines of: Human Biosciences, Laboratory Medicine, Medical Radiations, Nursing, Digital Health, Osteopathy, Chiropractic, Chinese Medicine, Pharmacy, Pharmaceutical Sciences, Physiotherapy and Psychology.

The School's research was ranked as **well above world standard** in clinical science, medical physiology, microbiology and pharmacology & pharmaceutical sciences, and complementary and alternative medicine, and above world standard in psychology, public health & health service and medical & health sciences. We have a strategic focus on chronic disease and integrative health care with globally distinctive research strengths in respiratory health, neuroinflammation, translational immunology and infection, cancer diagnostics and therapeutics, and cross-cutting themes of: Lifestyle Medicine, Digital Health, Indigenous Health, Ageing in Health & Disease, and Medical Devices, Diagnostics and Prognostics. Research and Learning and Teaching innovation within the School is supported by a world class simulated hospital, digital human anatomy facility, state-of-the-art equipment and fully equipped

laboratories and medical radiations facilities as well as a significant number of national and international partners.

Details of the School can be found at:

<https://www.rmit.edu.au/about/our-education/academic-schools/health-and-biomedical-sciences>

Position Summary

Purpose

The Placement Coordinator - Clinical Psychology is responsible for coordinating and administration of placement activities for students enrolled in the postgraduate Clinical Psychology program. This role requires relevant clinical qualifications and industry knowledge to facilitate the establishment, development and maintenance of partnerships that facilitate high-quality student placement opportunities in a timely and effective manner. The Placement Coordinator – Clinical Psychology also provides clinical administrative support which includes:

- delivery of high-quality support and services to students, staff and industry partners
- coordination of placement planning and allocation processes, including triaging client cases, to allow students to successfully complete their Program requirements
- monitoring and supporting compliance with relevant professional, ethical, accreditation, and regulatory standards, including those of the Australian Health Practitioner Regulation Agency (AHPRA), the Psychology Board of Australia (PsychBA), and the Australian Psychology Accreditation Council (APAC)
- supporting effective communication and collaboration between the University, placement providers, supervisors, and students
- contributing to quality assurance, record management, and continuous improvement processes associated with clinical placements.

The position requires registration as a Psychologist with the Psychology Board of Australia and a relevant postgraduate qualification, preferably within the Clinical Psychology field.

Mission

To embed global resilience into the University's systems, culture, and leadership – enabling RMIT to pursue its international ambitions with confidence, clarity, and integrity.

Key Accountabilities

1. Responsible for initiating, coordinating, and managing administrative systems to facilitate student placements efficiently and professionally. Ensures accountability and compliance with quality systems, University policies, regulatory standards, and legislative requirements.
2. Utilise industry knowledge to support the establishment and maintenance of partnerships that are essential for facilitating student placements. Leverage the understanding of industry dynamics and best practices to enhance collaboration with external organisations and support the seamless coordination of student placements.
3. Collaborate with Psychology academic staff and external groups to develop and update documents related to the Placement Program. Timely preparation and dissemination of materials such as placement manuals, guidelines for placement providers, contracts, and information outlining principles, procedures, and responsibilities associated with placements.
4. Engage in communication with students, staff, and representatives from diverse community organisations to establish, sustain, and expand Clinical placement activities.
5. Collaborate closely with the Clinical Coordinator, other academic staff, external supervising staff, School and/or College staff to guarantee the delivery of high-quality service and efficient processes related to the management of external placement activities.
6. Monitor, assess, and report on student progress during external placements, aligning with School and College processes. Conduct site visits as needed. Responsibilities also include providing guidance to students regarding their learning needs, addressing any issues that may arise between the student and the placement supervisor or provider.

7. Establish and maintain precise databases that document the diversity of the Placement Program. This involves comprehensive information on placement providers, along with details of placements and contacts for both students and University staff. Ensure that student placements and records adhere to the Accreditation and Approvals requirements of Clinical Psychology, including compliance with student logbook standards.
8. Review of current practice and delivery to ensure ongoing relevance and achieve continuous improvement/excellence

Key Selection Criteria

- Demonstrated experience in providing high-level administrative and executive support within a complex organisation, including coordinating governance processes, committees, and senior stakeholders.
- Proven ability to coordinate and support projects and initiatives, including planning, tracking progress, managing timelines, and ensuring alignment with organisational priorities.
- Strong analytical and problem-solving skills, with the ability to collate, interpret, and synthesise information from multiple sources and systems to support informed decision-making.
- Demonstrated experience in preparing high-quality documentation, including reports, briefing papers, business cases, and presentations for senior audiences.
- Demonstrated experience in using and managing corporate or university systems (e.g. student management, workflow/approval, and reporting systems), and the ability to quickly learn new systems and processes.
- Highly developed organisational, communication, and interpersonal skills, with the ability to manage competing priorities and build effective working relationships across a diverse range of stakeholders.
- Demonstrated understanding of Learning and Teaching processes (e.g. program development and amendments) and governance frameworks, including the ability to support compliance with policies, procedures, and approval workflows.

Qualifications

Mandatory: Registration as a Psychologist with the Psychology Board of Australia. and a relevant postgraduate qualification, preferably within the Clinical Psychology field.

Preferred: Endorsement in an area of practice as a clinical psychologist, and/or registration as a Psychology Board of Australia-approved supervisor for postgraduate training pathways. Clinical Psychology endorsement is desirable but not essential for this role.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.