



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 Sciences
Campus Location:	Based at the Bundoora West campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Fixed Term for 2 Years
Time Fraction:	0.4 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

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

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

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

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

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

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

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

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

STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. Under the leadership of DVC STEM College, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

School of Health and Biomedical Sciences

The School of Health and Biomedical Sciences comprises three Academic Clusters (Allied Health, Applied Health, and Biomedical Sciences). Primarily based at the RMIT Bundoora campus, we undertake teaching and research across ten disciplines: Chinese Medicine, Chiropractic, Exercise Science, Human Biosciences, Laboratory Medicine, Medical Radiations, Nursing, Osteopathy, Pharmacy and Psychology. Many of our programs include Work Integrated Learning as an intrinsic part of student learning, both through placements in partner industries and through the University's student led Health Sciences Clinic located at Bundoora.

We have a strategic focus on chronic disease and integrative health care with cross-cutting themes of: Indigenous Health, Exercise & Nutrition, Ageing in Health & Disease, and Medical Devices, Diagnostics and Prognostics. The School is internationally and nationally competitive in the clinical and biomedical sciences. Research within the School is supported by modern facilities and state-of-the-art equipment. Details of the School can be found at:

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

Position Summary

The Placement Coordinator - Clinical Psychology is responsible for coordinating and administration of placement activities for the students in the Postgraduate Clinical Psychology program. This role requires relevant clinical qualifications and industry knowledge to facilitate the establishment and maintenance of partnerships to support the facilitation of student placements in a timely manner. In addition, the Placement Coordinator – Clinical Psychology will provide clinical administrative support which includes:

- the delivery of high-quality services to students, staff and industry partners
- coordination of placement planning, including triaging patient cases, to allow students to successfully complete their Program requirements
- ensuring compliance with the standards set by the Australian Health Practitioner Regulation Agency (AHPRA) and the Australian Psychology Accreditation Council.

The position of Placement Coordinator - Clinical Psychology requires relevant qualifications as a registered Psychologist with a master's degree in psychology, preferably in the Clinical field.

Reporting Line

Reports to: Assistant Associate Dean, Health Sciences

Direct reports: 0

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- 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.
- 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.
- 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.
- Engage in communication with students, staff, and representatives from diverse community organisations to establish, sustain, and expand Clinical placement activities.
- 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.
- 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.

- 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.
- Review of current practice and delivery to ensure ongoing relevance and achieve continuous improvement/excellence

Key Selection Criteria

1. Experience in the provision of placements in a tertiary environment including ability to develop appropriate systems and processes and developed understandings of student learning needs, processes and Clinical Psychology placement requirements.
2. Demonstrated knowledge of Australian Psychology Accreditation Council and Accreditation standards as they relate to tertiary Clinical Psychology field education programs.
3. Excellent organisational and time management skills, including the ability to work effectively within tight deadlines.
4. Demonstrates outstanding interpersonal and well-developed communication skills.
5. Experience in the interpretation, development and implementation of policy and procedure.
6. Familiarity with the relevant professional requirements for the training of clinical psychologists
7. Demonstrated high level of interpersonal, communication and negotiating skills including the ability to consult with relevant academic staff, external bodies, produce reports, and negotiate agreed directions, outcomes and targets within a collaborative environment.

Qualifications

Mandatory: Registration as a Psychologist with the Psychology Board of Australia and endorsement as a clinical psychologist.

Preferred: Relevant qualifications as a registered Psychologist with a master's degree in psychology, preferably in the Clinical field.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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