



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Student Placement Officer
Classification/Level under the Enterprise Agreement	5
Management Level	Administration / Support
Faculty/Portfolio	Faculty of Science Medicine and Health
School/Division	Faculty Office
Main Location(s)	Wollongong Campus
Delegations (if applicable)	Nil

Primary Purpose of the Position

The purpose of this position is to provide administrative support for the delivery of the workplace experience requirements for students studying a course offered by the Faculty of Science, Medicine and Health.

Effective and efficient student placement processes underpin many of the Faculty's programs. Accordingly, the student placement processes and systems are critical to the achievement of its teaching and learning objectives and positive student experience

Position Environment

The University of Wollongong (UOW) is a globally recognised institution celebrated for its innovative teaching, research excellence, commitment to access and profound community engagement. With 33,000+ students from 130+ nations, UOW is ranked among the world's top 1% and is committed to delivering inclusive, future-focused education that equips graduates to lead in a rapidly changing world

The Faculty of Science, Medicine and Health (SMAH) comprises of the Schools of Science; Medical, Indigenous and Health Sciences; Nursing; Psychology and the Graduate School of Medicine. With such a diverse science and health focus, SMAH is positioned to be a major force in connected and science-embedded education and translational science, medical and health research in Australia. Empowered by first-class teaching, driven by active research, and committed to advancing equity, diversity and reconciliation, this Faculty combines the very best of science, with strong capacity for translation to our global communities' needs and aspirations.

Major Accountabilities/Responsibilities

RESPONSIBILITIES	
1.	Develop, maintain and use efficient and effective administrative processes within the Student Placement team, in consultation with the Manager, Professional Experience and Partnerships, to support the delivery of the Faculty's workplace experience programs.
2.	Liaise with School academics, compliance & verification colleagues, and students regarding workplace experience administration issues.
3.	Liaise with placement provider organisations (e.g. NSW Health facilities, Ramsay Health Care facilities and other agencies as appropriate) to request, accept and manage placements offered to students. This will include the active utilisation of any placement administration system in use (e.g. ClinConnect / SPOT and any other system introduced / used by a facility)
4.	Support and participate in the continuous improvement of administrative processes within the Student Placement team to both further enhance the workplace experience for students and the efficiency of the team

5.	Contribute to the implementation of process improvements and service enhancements.
6.	Act in accordance with University policies as amended from time to time, the <i>Values in Action Framework of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity</i> , and our commitment to <u>Equity, Diversity and Inclusion</u> .
7.	WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - https://www.uow.edu.au/about/services/safe-at-work/whs-framework/

Reporting Relationships and Other Key Contacts

Position reports to	Manager, Professional Experience and Partnerships
Positions supervised by this position	Nil
Other key contacts and stakeholders	Technical officers Academic staff Students

Essential Criteria

- Completion of a University Degree in administration, or an equivalent combination of experience and education.
- Demonstrated capability in continuous improvement
- High level of organisational and administrative skills, including attention to detail and record-keeping.
- Demonstrated experience in providing administrative support in a busy office environment.
- The capacity to forward plan and prioritise tasks and meet deadlines in a busy environment
- Excellent customer service, communication, and interpersonal skills, including sound cultural sensitivity

Special Job Requirements

- May be required to work outside of standard business hours or across campuses and research partner facilities.
- Restriction on leave during peak periods may apply.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the WHS Framework.
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.



- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [WHS Framework](#).

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	11 July 2025
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	

