



Position Description

POSITION TITLE: Development Manager – Clinical Placements	CLASSIFICATION LEVEL: Bond Level 5
SCHOOL/OFFICE: Faculty of Health Sciences and Medicine	DATE: May 2026

PURPOSE OF THE POSITION:

The Development Manager – Clinical Placements supports the strategic development of innovative, high-quality clinical placement opportunities that support the ongoing growth and excellence of the Medical Program. Working strategically with lead academics and key stakeholders, the role focuses on expanding and strengthening new clinical placement capacity across national and international settings, while enhancing the quality and consistency of student learning experiences.

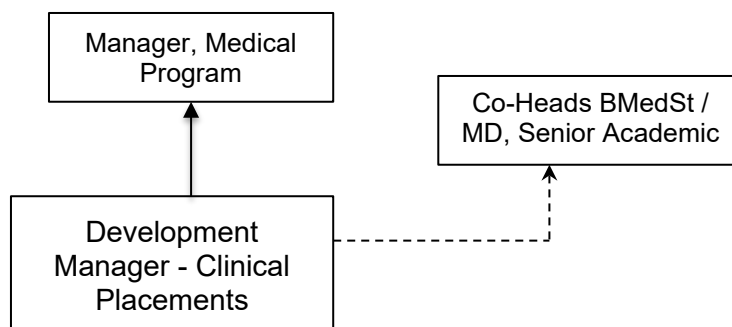
Working with a high degree of autonomy, the position collaborates strategically with academic leaders and clinical placement teams to ensure new partnerships are effectively transitioned, embedded within core program delivery, and systematically evaluated for quality, sustainability, and impact.

The role will build and sustain strong external relationships, negotiate and coordinate agreements, and support the long-term objectives of the Medical Program ensuring alignment with academic, regulatory, and workforce priorities.

Domestic and international travel may be required for the role.

REPORTING RELATIONSHIP

This position reports to the Manager, Medical Program. The position works closely with the Co-Heads of Bachelor of Medical Studies and Doctor of Medicine, and other senior academic and professional staff.



SELECTION CRITERIA:

1. A relevant university degree, and/or at least 5 years relevant professional experience within healthcare, higher education or education sector.
2. Demonstrated experience of supporting the identification, development, and management of strategic partnerships.
3. Proven ability to coordinate and support the development, negotiation, and implementation of partnership agreements or initiatives that support organisational objectives.
4. Well-developed stakeholder engagement, communication, and influencing skills, with the ability to build and maintain effective working relationships with a broad range of internal and external stakeholders.
5. Demonstrated ability to manage competing priorities whilst operating with a high degree of autonomy, judgement and planning.
6. Experience collecting, analysing and reporting information to support program evaluation or operational planning.
7. Understanding of, and ability to apply, clinical, regulatory, or accreditation requirements relevant to clinical placements.

Competency	Responsibility
Clinical Placement Business Development	<ul style="list-style-type: none"> • Support Academic leads to identify, analyse and progress clinical placement opportunities and strategic relationships nationally and internationally, aligned with the objectives of the Medical Program. • Apply professional judgement to assess feasibility, risks, and sustainability of new placement opportunities, providing informed advice to academic leads and senior stakeholders. • Independently develop placement proposals, business cases, and briefing papers, providing specialist advice on cost implications, resource requirements, and risk considerations to support informed academic and executive decision-making. • Lead or support negotiations on placement scope, deliverables, and expected outcomes, ensuring alignment with program requirements and University policy. • Contribute to the transition of approved placement arrangements into operational delivery, in collaboration with the placement team
Contract Management	<ul style="list-style-type: none"> • Collaborate with Legal Counsel to coordinate the development of clinical placement agreements, including drafting memoranda of understanding (MOUs) and placement agreements • Apply a sound understanding of governance, policy, and regulatory requirements to ensure placement agreements comply with university policies and frameworks, governance requirements and approval processes. • Manage end-to-end contract workflows, including consultation, documentation coordination, and tracking of approvals and variations. • Escalate contractual risks, variations or non-standard terms to the Manager, Medical Program, for direction
Stakeholder Management	<ul style="list-style-type: none"> • Work collaboratively with academic and professional colleagues to support Medical Program objectives and operational effectiveness. • Provide independent advice, guidance, and operational support to academic program leads regarding placement development, evaluation, and variation. • Establish, manage, and maintain effective working relationships with external placement partners to support sustainable placement capacity and quality. • Act as the key point of contact for new placement opportunities and facilitate the implementation into BAU operations

	<ul style="list-style-type: none"> Analyse evaluation data and feedback, and provide operational insights to inform strategic planning and/or operational discussions and negotiations relating to clinical placements. Represent the Medical Program on external placement-related committees, working parties, and advisory boards, exercising professional judgement and discretion. Proactively manage stakeholder communications to support collaboration, issue resolution, and ongoing partnership development.
Marketing and Engagement	<ul style="list-style-type: none"> Coordinate and contribute specialist expertise to the development of placement-related marketing, promotional, and engagement activities in collaboration with Faculty marketing and communications teams to support placement growth and enhance program reputation. Plan and coordinate engagement activities such as site visits, briefings, and relationship-focused events, operating independently within established guidelines. Contribute actively to broader program activities, committees, projects, events, and conferences as required.
Quality Assurance and Continuous Improvement	<ul style="list-style-type: none"> Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	<ul style="list-style-type: none"> Demonstrate respect for diversity and contributes to a culturally safe, inclusive and discrimination free workplace. Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. Comply with University policies and applicable anti-discrimination and workplace behaviour legislation. Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	<ul style="list-style-type: none"> Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. Complete mandatory and assigned WHS training. Comply with return-to-work program requirements following injury/illness.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty. It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.