

Position Description

Position Title: Team Leader - Clinical Placements	Classification: Level 4
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: August 2026

Purpose of the Position

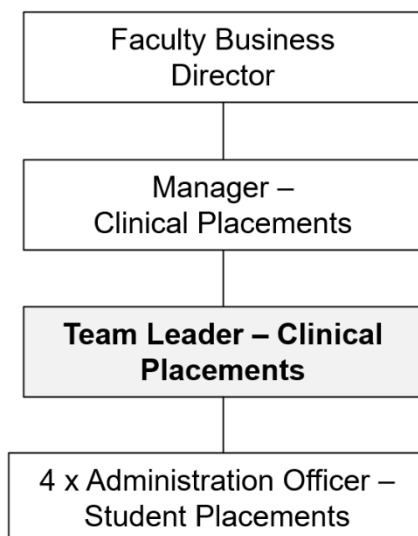
This role is an integral and senior position in the clinical placements team in the Faculty of Health Sciences and Medicine. Providing expertise in the development, implementation and operations of clinical placements (domestic and international), the role offers variety, flexibility and the opportunity to make a difference in shaping the future of this service.

The Team Leader Clinical Placements will provide support to the Manager and the rest of the team in contract administration, business systems, and liaison with students, academics, clinical partners, and supervisors.

The role will support the Clinical Placements Manager, other managers, coordinators, and academics, including provision of advice in technology systems, providing reports, analysis, quality assurance, training and support to meet the needs of Faculty, students and other teams.

Reporting Relationship:

This position reports to the Manager, Clinical Placements:



Selection Criteria:

1. Demonstrated ability to provide senior level of administrative support including exceptional organisational and business skills.
2. Experience with contract administration, business systems and liaison/negotiation with high-level external partners.
3. High level IT literacy skills, competencies with the Microsoft Office Suite and experience with university student systems or similar, including the ability to support and train others.
4. Highly developed interpersonal and communication skills - both written and verbal and ability to negotiate with Academics, general staff and external stakeholders and work harmoniously in a team contributing to team outcomes.
5. Ability to work independently, manage multiple tasks concurrently in a high-volume environment, develop and implement improvement initiatives, and meet deadlines without compromising standards of service and quality.
6. The possession of a business qualification and/or significant relevant workplace experience.

Desirable Criteria:

1. Previous administrative experience working in a tertiary education or healthcare environment.
2. Postgraduate qualifications in business and/or contract administration experience.

Competency	Responsibility
Administration & Coordination	• Develop and manage administrative processes for the relevant placements and compliance through the establishment and maintenance of efficient systems and processes. • Provide advice, training assistance and support to the Clinical Placements Team and liaison with external stakeholders. • Ensure that both students and relevant stakeholders are aware of the expectations, curriculum, timing and duration of clinical / community experiences prior to the commencement of their placement. • Maintain and update timetables for all activities and re-arrange activities as directed. • Provide/manage health sciences and medicine students' induction and orientation process. • Assist in the coordination of progressive assessments including liaising with academic staff, placement supervisors and the Assessment Team. • Communicate agreed deadlines and ensure all appropriate information including marking guides are up-to-date and distributed to appropriate persons. • In consultation with the Assessment team, maintain an accurate register of progressive placement assessment marks. • Administration of placement assessment • Ensure accurate and completed information is communicated at the end of each placement. • Provide information and advice to the Dean of Medicine, the Clinical Placements Manager and Phase Leads/Health Sciences Academic Placement Coordinator in relation to placements.

	• Liaise/negotiate with clinical leads and/or Hospital placement co-ordinators to confirm available places. • Coordinate and create rosters and timetables with placement partners for relevant placements. • Oversee student attendance by recording absences/informing Student Affairs Coordinator or Health Sciences Clinical Education team in coordination with external placement coordinators. • Provide data analysis, reports and recommendations to the Clinical Placements Manager/Health Sciences Academic Placement Coordinator pertaining to placements.
Management and contract administration	• Provide support and backfill to the Manager, Clinical Placements. • Monitor, evaluate and manage contracts under the guidance of the Manager. • Liaise with external partners regarding contract management and administration.
Curriculum	• Act as a point of administrative coordination for placements, including responsibility for associated curriculum implementation online for each cohort of students of the program undertaking placements. • Assist in reviewing, developing, updating, and dissemination of specific year guidebooks. • Maintain timelines for curriculum content, planning and amendments with academics including associated supporting materials for online publication. • Co-ordinate curriculum planning for clinical years with Academic Phase Leads or Health Sciences Clinical Education team • Produce templates for a range of documentation as directed.
Information Management Systems	• Review and enhance the use of information systems in liaison with the Manager and other stakeholders • Maintain up-to-date information for specific placements using the Blackboard system and Osler Technology. • Provide operational support to the Clinical Placements Manager and faculty in the introduction and integration of new systems and processes • Ensure the online subject structure is current, logical and future release dates of curriculum material have been reviewed and altered appropriately. • Prepare educational resources for placement into the Online System. Ensure quality control of images, PowerPoint presentations, and any other material given for the students use. • In consultation with other Website Administrators organise other areas of the website and publish additional material as required.
Systems Support and Continuous Improvement	• Provide expertise in systems relevant to compliance in Health Sciences and Medicine, Osler Technology. Ensure system use, reports, analysis are conducted as required supporting other staff if necessary.
Communicating and Reporting	• Liaise with other colleagues in the Health Sciences and Medicine Administration Team to update requirements and maintain the relevant web based sites. • Assist in the management of online discussion areas.

	• Provide information to assist the Clinical Placements Manager with the creation of reports for the School Executive pertaining to placements. • Provide information for individual student placement data for assistance with collating data for the federally funded Health Sciences and Medicine Programs Outcomes database project. • Collation of evaluation feedback in conjunction with the relevant staff on student and clinician experiences.
Financial Systems	• Utilise Finance One for all placement requirements as required. Provide financial information for the Clinical Placements Manager pertaining to placements.
Marketing	• Participate in Faculty marketing initiatives. • Actively participate in Faculty and School information sessions including student experiences, school tours, and Open Day.
Quality Assurance and Continuous Improvement	• 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	• Demonstrate respect for diversity and contribute 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	• 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.

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 position at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.