



Position Description

Position Title: Administration Officer - Student Placements	Classification: Level 3
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: February 2025

Purpose of the Position

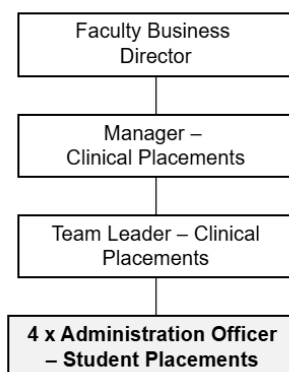
The primary role of this position is to coordinate and implement the administrative aspects of placing students within the Bond University Medical Program and Allied Health Programs with healthcare partners for their workplace experience, and to ensure those placements run effectively and efficiently. This role will be one of the first points of contact for staff, students and clinicians pertaining to placements in the program.

The position is required to administer the delivery of placements and compliance information, within the program, which will involve close collaboration with the Curriculum and Assessment Administration Teams. This position also provides a high level of organisational and administrative support to the Manager - Clinical Placements, Phase Leads and the Dean of Medicine or Health Sciences Clinical Education team, with particular responsibilities for the relevant placements, associated placement assessments and student requirements.

Under the guidance of the Clinical Placements Manager, the coordinators will provide advice in Osler Technology, 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 a high standard of administrative support including a strong organisational competency and high levels of attention to detail and accuracy.
2. High level IT literacy skills, competencies with the Microsoft Office Suite and experience with university student systems or similar.
3. Demonstrated ability to learn and utilise new systems and software and the ability to train and support other staff in the use of those systems.
4. Highly developed interpersonal and communication skills - both written and verbal and ability to liaise 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, apply continuous improvement principles, and meet deadlines without compromising standards of service and quality.
6. The possession of a business qualification or relevant workplace experience.

Desirable Criteria:

1. Previous administrative experience working in a tertiary education or healthcare environment.
2. Knowledge and understanding of medical terminology.

Competency	Responsibility
Administration & Coordination	• Coordinate administrative processes for the relevant placements and compliance through the establishment and maintenance of efficient systems and processes. • Provide advice, assistance and support to the Clinical Placements Team and liaise 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. • Participate in 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 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 to the Clinical Placements Manager/Health Sciences Academic Placement Coordinator pertaining to placements. - Assist with data collection, dissemination of information and secretariat requirements for relevant Health Sciences and Medicine Program meetings.
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	- Maintain up-to-date information for specific placements using the Blackboard system and Osler Technology. - 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 including, as required.
Systems Support and Continuous Improvement	Provide expertise in systems relevant to placements in Health Sciences and Medicine, including but not limited to 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 CiAnywhere for all placement requirements as required.
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.