

Position Description Form

Position Title: Work Placement Officer	
Department: Foundation Studies	
Position Reports to: Manager, Foundation Studies	
Direct Reports: NIL	
Position Description Issue Date:	August 2018
Location: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

- Identify appropriate work placement opportunities for participants in the AMEP SLPET (Supplementary Language as Preparation for Employment and further Training) programs.
- To establish positive relationships with external organizations in order to build a bank or prospective work placement opportunities.
- To deliver information sessions on topics relevant to the SLPET program.

Key Responsibilities

1. Identify appropriate work placement opportunities for participant in the SLPET programs at delivery sites as required.
2. Liaise with a wide range of employers/organizations in order to build and maintain relationships for the purpose of creating work placement opportunities
3. Work closely with other work placement officers and class core teachers and participants to facilitate appropriate work placements.
4. Conduct visits to students on work placements, liaising with the employer organisation and providing written reports.
5. Ongoing maintenance and updating of work placement data base.

Specific accountabilities:

- Ensure effective maintenance of the SLPET database
- Provide ongoing advice and guidance to SLPET participants about work placement opportunities.
- Establish and maintain good working relationships and building networks with employers, industry bodies and professional associations as required.

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- Attend meetings as required
- Maintain documentation for quality reports
- Advise the manager, program leader and core teacher on industry trends, developments and requirement in specific professional areas.
- Ensure that all documentation relating to work placements is current and completed.
- Complete and submit monthly report to Manager.

Key Relationships

Internal

Institute staff – teaching and non-teaching

External

Key organizations, industry bodies, professional organizations.

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

- Demonstrated experience in using Information and Communication Technologies (ICT) skills in the delivery and administration of work placements.
- Demonstrated excellent networking, communication and interpersonal skills and the ability to work as a member of a team.
- Demonstrated excellent organizational skills and ability to write reports, coordinate placements and contribute to short and long term objectives of the SLPET programs.
- Demonstrated ability, commitment and attitude to the provision of high level customer service to all internal and external clients.
- Demonstrated knowledge of and commitment to, the Institute and its programs and to the professional standards required for staff.
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Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

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Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off

Employee's Name

Department Manager's Name

Employee's Signature

Department Manager's Signature

Date: / /

Date: / /