

A Career that **CHANGES LIVES**



POSITION DESCRIPTION

Lecturer– Podiatry – Academic B **School of Health, Medical and Applied Sciences**

(To be read in conjunction with the Lecturer Level B Position Description contained within the current [Enterprise Agreement](#)).

You will:

Be involved in teaching and clinical co-ordination duties. As a Level B academic, you will be expected to make a significant contribution to the teaching effort of the university and be actively involved in scholarly, research and professional activities.

As a clinical co-ordinator, you will liaise and negotiate with podiatry staff within government, non-government organisations and private facilities to ensure an optimal professional education program for podiatry students in line with the Podiatry Board of Australia requirements. You will develop systems and managerial processes to support the clinical placement process.

You are responsible for:

- Conducting tutorials, practical classes, demonstrations, student field excursions, clinical/studio sessions, workshops, and/or residential schools.
- The development, delivery and evaluation of training and education programs in supervision and education for students and professionals.
- Assisting with identifying and developing industry partnerships to ensure meaningful appropriate and clinically relevant placement opportunities across a wide range of health facilities.
- The coordination and allocation of students to placements and associated correspondence, including liaising with school administrative staff.
- Overseeing the maintenance of accurate records regarding clinical placement on the database system and ensure an up to date inventory of potential clinical placements.
- Coordinating and overseeing assessment requirement related to clinical podiatry placement.
- Collating and reporting of students' results and surveys.
- Acting as a unit coordinator.
- Supervision of honours or postgraduate research projects.
- Marking and assessment.
- Consultation with students.

Selection Criteria

Knowledge and Education	Skills and Experience
Essential • Relevant postgraduate qualification or equivalent in the discipline area. • Current registration / or the eligibility to be registered with the Podiatry Board of Australia. • Understanding of clinical placement requirements. • Proven detailed knowledge of business support software including word processing, spread-sheeting, information management systems and email, and using large corporate information systems. Desirable • Relevant PhD or working towards a PhD, or equivalent in a relevant discipline area.	Essential • Excellent communication and interpersonal skills to consult, liaise, advise and negotiate with stakeholders and clients with a variety of cultural and educational backgrounds. • Demonstrated ability to work cooperatively and collaboratively with colleagues, clients, and industry and community partners to build and sustain positive, professional working relationships. • Proven attention to detail and the ability to solve problems, use good judgement, understand and interpret policy and make decisions with minimal supervision. • Demonstrated understanding of administrative practices including an ability to organise and prioritise work, meet deadlines, and resolve administrative or client-related problems with minimal supervision or collaboratively with a team.
Critical capabilities	Motivational and Job Fit Factors
Achieves results • Uses own expertise and seeks others' expertise to achieve team and division goals. Engages and connects • Identifies opportunities for leveraging existing partnerships/ networks or developing new ones that will support and promote CQUniversity. Personal drive and integrity • Takes responsibility for results and commits to continuous improvements. Shapes the future • Challenges existing approaches and practices and makes strategic suggestions for improvement. Communicates with influence • Communicates complex technical/ specialist information in a way that can be understood.	This position would suit someone who gains job satisfaction from: • Diversity in the workforce. • Collaborating and cooperating with other departments to achieve positive business outcomes. • Continuously improving and exploring new ways to do their job successfully. • Striving to understand and meet customer expectations and satisfaction. • Increasing knowledge and skill when circumstances call for additional learning. • Adapting to constant changes and modifying roles within the organisation as required.

Other job requirements

- The role is located within a CQUniversity's campus and will respect and adhere to the guiding principles and objectives of that campus.
- Applicants invited for interview will be expected to do a presentation in conjunction with the selection interview process.
- Current Driver's Licence.
- This position may be required to travel for work purposes.