

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

**Clinical Placement Coordinator
Division of Health**

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Division of Health undertakes research and teaching to achieve better, fairer health outcomes in Aotearoa. Currently, it offers programmes in Biomedical Sciences, Health Promotion, Healthy Active Living, Human Performance Science, Midwifery, Clinical, Pharmacy and Sport Development and Coaching. Future plans include establishing graduate-entry programmes in Medicine, Occupational Therapy and Physiotherapy. The Division of Health is committed to addressing health inequities and preventable diseases, with a particular focus on improving Māori and Pacific health outcomes.

2. POSITION PURPOSE

- The Clinical Placement Coordinator will work alongside other staff members to secure and support student placements in all current and future clinical programmes.
- This role will build and maintain relationships with the industry partners, interact with students as part of the placement allocation process, be an expert in our placement management system, MyWIL, track clinical hours, and be involved with the general and administrative operations of the placement programme overall.

- The Clinical Placement Coordinator will contribute to the pastoral care and wrap around wellbeing support of students while on placement, ensuring students feel heard, safe, and valued.
- This role will also contribute to student support strategies, initiatives, and feedback processes.
- As and when needed, the Clinical Placement Coordinator will support and participate in efforts to promote the Division of Health and the experience that it provides to prospective and current students through the coordination of operations and logistics associated with the Division of Health student communication, events and activities.

3. ACCOUNTABILITY

The Clinical Placement Coordinator is responsible to the Clinical Placement Manager.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Pro Vice-Chancellor, Health
 Division Director
 Deans/Heads of School
 Division Managers
 Associate Deans
 Work Placement Manager
 Programme Leads/ Paper Convenors
 Placement Supervisor/ Preceptor
 Work/Clinical Placement Coordinators
 Senior/ Student Advisors
 Students
 Central WIL unit
 Other university students and staff

External: Prospective students and whānau
 Industry Partners / Employers

5. KEY TASKS

Having regard to the aims, objectives, and long-term strategic goals of the clinical placement programmes for the Division and the University, the primary objectives required of the Clinical Placement Coordinator are:

- Coordinate student completion of pre-placement clearance activities i.e. mask-fitting, first aid course etc and provide students that meet the criteria with a pre-placement passport.
- Provide student details to placement providers as per the timelines within the clinical placement contract
- Administer of all clinical-placement-related financial transactions, including the need to provide student placement-hours statements to all clinical placement providers; promptly and accurately set up new vendors; raise and maintain compliant purchase orders; process approved invoices to ensure timely payment.
- Allocate student placements in MyWil efficiently and communicate these to students.
- Liaise with members of Clinical Programmes (Academic Staff and Clinical Academic Staff) who are acting as university-based supervisors for the students.
- Provide predicted clinical placement needs and schedules to the Clinical Placement Relationship Manager and other relevant stakeholders and participate in collaborative navigation of placement planning with other Education Providers of clinical programmes within the region.
- Administer the tracking of verified clinical hours to meet the professional council/ body requirements.
- Administer the competency assessment requirements for clinical placements within MyWil.
- Administer the CLEST+T Evaluation and compile results for each placement.
- Assist with the promotion of the placement programmes.
- Analyse and report on the outcomes and trends over years of the programme.
- Liaise and build relationships with relevant employers and industry partners providing clinical placements
- Contribute to pastoral care and wrap around wellbeing support of students while on placement, ensuring students feel heard, safe, and valued.
- Make appropriate referrals to counselling, disability services, financial support, and other internal/external resources.
- Advocate for equitable support for underrepresented or vulnerable student groups
- Develop and maintain regular communication with students via email, newsletters, events, and drop-ins.

- Delivery of workshops and campaigns focused on wellbeing, study success, and community building.
- Collaborate with academic units, administrative staff, student services, and external partners.
- Contribute to student support strategies, initiatives, and feedback processes.
- As and when needed, to support and represent the Division of Health at internal and external student-engagement events—such as school visits, expos, career fairs, and Open/Community Day.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Recognising that student recruitment generates around 80 % of the University's revenue, all staff are expected to take an active role in recruitment activities during peak periods.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager. New staff attend such a meeting approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Clinical Placement Coordinator will be performing satisfactorily when:

- Clinical placement providers and industry partners are provided with placement circuit dates and schedules as per the contract requirements
- Clinical students are secured clinical placements.
- All clinical placement communication to students and providers is handled professionally and efficiently.
- Students have accurate clearance for practice passports (electronic)
- Clinical placement weekly timesheets are tracked for professional council/ body requirements.
- CLEST + T evaluations are completed and results compiled and provided to the Clinical Programme Team
- Reports and other assessment items are processed in a timely manner for assessment.
- Good working relationships are developed and maintained with Programme staff.
- Successful professional relationships with industry partners are proactively built and maintained.
- Placement co-ordination and associated duties are fulfilled to an acceptably high level of competency and quality.
- Confidentiality of student's individual circumstances is maintained.
- Administrative duties are completed successfully.
- Undertaking the various tasks whilst being a positive ambassador of the clinical placement programme, the School and the University to students and the wider community.
- All student placement-related financial transactions are administered accurately and promptly.
- Demonstration of consistent, empathetic, and proactive pastoral care of students while on placement.
- Maintaining positive feedback from students and placement stakeholders that confirms students feel heard, safe, and valued throughout their learning journey.
- Effectively prepares for and professionally represents the Division at each event, earning positive narrative feedback from students, staff, and partners, as and when needed
- Safe and healthy work practices are followed, University policies and procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A relevant tertiary qualification or demonstrated work experience, education and professional development to an equivalent level.

Preferred

- Tertiary qualification in health and management related subjects.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Excellent communication and interpersonal skills.
- Demonstrated ability of organisation and management processes.
- High attention to detail
- High levels of computer literacy and knowledge of Microsoft Office software packages.
- General understanding of the tertiary sector and/ or the Health Sector.
- Excellent and demonstrated organisational and time management skills.
- An interest in professional health programmes
- Current full driver's licence.

Preferred

- Links with relevant industries and experience of the management and administration required to facilitate clinical placements for students in a wide range of clinical settings.
- Experience in clinical or health academic programmes.
- Experience with a placement management system.

PERSONAL QUALITIES

- Initiative, and the ability to show discretion and judgement.
- Empathy, listening, advocacy, and negotiating skills.
- Outgoing, energetic and enthusiastic with a demonstrated ability to be innovative, proactive and forward-looking.
- Self-motivating, energetic, and flexible, with an ability to work independently.
- Strong commitment to high quality service along with a high level of professionalism when dealing with staff, students, and employers.
- Ability to relate effectively and sensitively to students from a variety of backgrounds and cultures.
- Ability to work well under pressure, and ability to successfully maintain multiple tasks.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi

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