

Position Description

Position Title:	Allied Health Education Administrative Coordinator
Reports to:	Allied Health Education & Research Unit Manager
Department:	Allied Health Education and Research Unit
Directorate:	Community Care and Mental Health
Cost centre:	N2009
Code & classification:	Grade 3 (HS3; HS22-HS25)
Employment conditions:	Insert name of enterprise agreement and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Allied Health Education Administrative Coordinator plays a vital role in the coordination of Allied Health student placements and educational activities across all GV Health campuses. The role reports to the Allied Health Education & Research Unit (AHE&RU) Manager and is embedded within the multi-disciplinary Allied Health Education & Research Unit. This position focuses strongly on the organisation of entry-level student placements, ensuring compliance with all regulatory, safety, and policy requirements. The role supports the delivery of high-quality clinical education in alignment with the Best Practice Clinical Learning Environment (BPCLE) principles.

The Coordinator works closely with Allied Health Clinical Educators and the unit Manager to ensure effective planning and delivery of clinical placements and allied health educational programs. The role also provides administrative support for the operational aspects of the AHE&RU including scheduling, promotion, and evaluation of programs.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Coordinate planning and scheduling of professional entry-level Allied Health student placements in collaboration with managers, educators, and the PlaceRight administration team.
- Work closely with Clinical Educators, Supervisors, Program Coordinators, and Managers to identify placement capacity and ensure all pre-placement requirements are completed (e.g. immunisations, documentation).
- Disseminate accurate and timely pre-placement information to students and placement providers.
- Ensure all education provider agreements are current and initiate new agreements where required.
- Maintain an up-to-date Agreement Register for all allied health education contracts, liaising with the Contracts Coordinator as needed.

- Monitor and update student placement guidelines and support the implementation of *BPCLE* standards.
- Assist in preparing reports and data for BPCLE compliance reporting to the Department of Health Services.
- Liaise with education providers and raise monthly invoices for all student placements.
- Manage and report on student evaluations in collaboration with the Going Rural Health team.
- Provide timely and accurate advice to staff and students regarding placements, ensuring compliance with GV Health policies, particularly around confidentiality and privacy.
- Provide administrative support for Allied Health educational events including workshops, seminars, and tutorials.
- Assist in the scheduling and promotion of education programs and events.
- Support the development and distribution of marketing materials and educational resources.
- Ensure all administrative processes reflect best practice and deliver high-quality service to both internal and external stakeholders.

KEY SELECTION CRITERIA

Essential:

- Relevant Certificate IV or higher qualifications in an appropriate field of study or equivalent experience
- Recent/relevant clinical placement coordination experience
- Demonstrated ability to manage a complex workload with competing priorities
- Demonstrated ability to work collaboratively within a multidisciplinary team
- Well-developed communication and negotiation skills with the ability to build effective relationships with a range of stakeholders
- High level administrative skills including spreadsheet and contract management.

Desirable:

- Significant prior experience in managing PlaceRight activities
- Relevant previous experience working in a healthcare setting

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Attendance and active participation at meetings as required.
- Compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Active participation in the Performance and Development review process
- Confirmation that student placements are confirmed, documented, and communicated to relevant stakeholders prior to placement start dates.
- Confirmation that pre-placement documentation (e.g. immunisations, compliance checks) are completed and verified for students before placements commence.
- Execution and registration of education provider agreements, both new and renewed, ensuring they are up-to-date and in place prior to placement initiation.
- Completion of accurate invoicing of placements within 30 days of placement completion.

- Collection of student evaluation data and assistance with reporting within required timeframes with outcomes discussed with relevant teams.
- Contribution to BPCLE compliance reporting and continuous improvement activities is evidenced in bi-annual reports.
- Support for quality improvement and innovation programs of the Allied Health Education and Research Unit.
- Provision of administrative support for Allied Health Education and Research Unit workshops, seminars, and education events, including scheduling, promotions, and post-event evaluations.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
 - Maintain a safe working environment for yourself, your colleagues and members of the public;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
 - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
 - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
 - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care and Mental Health	Allied Health Education Administrative Coordinator
Reviewed by:	Emma Macdonald
Issue Date:	October 2025

ABOUT US

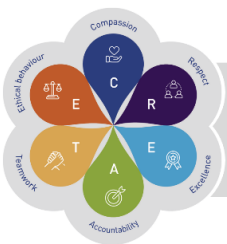
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)