

# Clinic Coordinator – Nutrition and Dietetics

QUT Health Clinics, Faculty of Health



the university  
for the real world



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Faculty of Health

The Faculty's vision, to *enable people and communities to create a healthy future*, will be achieved through the delivery of world class teaching and research combined with productive and sustainable partnerships.

The Faculty operates across three campuses and several distributed sites and comprises seven schools:

- Biomedical Sciences
- Clinical Sciences
- Exercise and Nutrition Sciences
- Nursing
- Optometry and Vision Science
- Psychology and Counselling
- Public Health and Social Work

Health is one of QUT's largest faculties with nearly 600 Higher Degree Research students and approximately 10,000 coursework students enrolled across seventy courses. Approximately half of the Faculty's 1,200 international students are enrolled in its undergraduate degrees. Our students have access to state-of-the-art learning spaces such as the newly refurbished 150-seat biomedical teaching laboratory at Gardens Point Campus and the Faculty's teaching clinics (QUT Health Clinics) based at the Kelvin Grove campus.

The Faculty's strength will continue to grow through its partnership with QUT's Institute of Health and Biomedical Innovation (IHBI). Working together, the Faculty and IHBI engage researchers in large scale programmatic activities allowing research to be undertaken at scale to address current and future global challenges. IHBI's researchers focus on three broad areas: prevention, intervention, and translation. Interdisciplinary research is conducted across three themes:

- Injury Prevention and Trauma Management
- Health Determinants and Health Systems
- Chronic Disease and Ageing

## About the Position

This position reports to the QUT Health Clinics Manager for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Coordinate and lead clinic activities
- Supervision of students on clinical and professional placement at QUT Health Clinics, including induction of students to QHC and training in QHC processes.
- Ensure adequate casemix available for the placement.
- Liaise with key academic staff in delivery of curriculum across teaching activities
- Explore the development of activities that increase and improve student placement experiences and opportunities
- Ensure student compliance with all clinic policies and health and safety protocols, including induction requirements
- Engage in opportunities for interdisciplinary collaboration and inter-professional learning
- Undertake clinical audits, prepare report, submissions and review clinical data and budget as required
- Continuity of care management of clients
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

### Type of appointment

This appointment will be offered on an ongoing, part-time (14.5hrs per week) basis.

### Location

Kelvin Grove campus.

## Selection Criteria

1. Completion of a bachelor degree qualification in the relevant discipline area

and extensive experience as an Accredited Practising Dietician.

2. Ability to implement and practice evidence-based dietetic services and quality improvement activities
3. Ability to demonstrate leadership and client focus in a healthcare service environment.
4. Well-developed aptitude for team work and proven ability to work collaboratively with staff across all levels of the organisation.
5. Demonstrated flexibility, innovation and creativity applied in a health care setting.
6. Experience in supervision and assessment of students

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,686 to \$129,990 pa (full-time equivalent). Which is inclusive of an annual salary range of \$97,738 to \$110,781 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions

- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

### Information for applicants

The position is open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size or any ongoing, fixed-term, casual or sessional staff member including those employed on or after 23 April 2020.

Indigenous Australians who have not been employed by QUT previously are also eligible and are encouraged to apply. If there are applications from phase 1 eligible staff, these will be assessed by the selection panel.

In the event that there are no suitable candidates from phase 1, applications from phase 2 candidates will be provided to the Selection Panel.

This position has been identified by QUT as being engaged in child related employment. Appointment to this position is therefore subject to the provisions of the Working with Children (Risk Management and Screening) Act 2000. The appointee will be required to undergo a 'Working with Children Check' which will assess their suitability to work with children (defined as anyone under 18 years of age) based on his or her criminal history.

Delegations for authority for this position are available at: <http://www.mopp.qut.edu.au/Appendix/appendix03.jsp>

For further information about the position, please contact Lisa Morgan, QUT Health Clinics Manager, on (07) 3138 8946; or for further information about working at QUT contact Human Resources on (07) 3138 4104

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration "performance or achievement

relative to opportunity". We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

### How to Apply

For further information and to apply, please visit [www.qut.edu.au/jobs](http://www.qut.edu.au/jobs) for reference number **21012**.

When applying for this position we encourage you to upload your statement of claims of no more than two pages including examples outlining your suitability for the role referring to key points under "Skills and Capabilities Required", which directly relate to "Your Key Responsibilities".

**Applications close 21 January 2021**