



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Social Work Field Education Supervisor
Classification/Level under the Enterprise Agreement	Level 6/7
Management Level	Specialist
Faculty / Portfolio	Faculty of the Arts, Social Sciences and Humanities
School / Division	School of Social Sciences
Main Location(s)	Wollongong Campus, Liverpool Campus

Primary Purpose of the Position

The primary responsibility of the position is to implement the Social Work field education program within the School of Health and Society. This will involve providing external supervision and liaison tutoring to social work students undertaking field placements, liaising with non-social work trained field educators, and the development of quality operational outcomes in the ongoing management of the field education program in accordance with accreditation and legislative requirements. The position will be responsible for providing high quality student supervision and student assessment activities. The Social Work Field Education Team are located on the Wollongong, Shoalhaven and South Western Sydney campuses catering to the social work student cohorts at all three campuses.

Position Environment

UOW is a leading Australian university with a history of outstanding achievements in teaching and learning, research and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments. The University has also established a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade.

The School of Social Sciences is a dynamic, inter-disciplinary community of health and social science scholars of national and international standing with a goal to change society for the better. The School of Social Sciences is one of six Schools in the Faculty of the Arts, Social Sciences and Humanities. It comprises five disciplines – Criminology, Justice and Social Policy, Public Health, Social Work, Occupational Health and Safety, and Geography and Sustainability – and three research units – the Australian Centre for Engagement, Evidence and Values (ACHEEV), the Centre for Occupational, Public and Environmental Research in Safety & Health (COPERSH) and the Australian Centre for Culture, Environment, Society & Spaces (ACCESS).

We work inclusively with criminal justice agencies, policymakers, practitioners, industries, communities, and other key stakeholders. Our students analyse and address real world social and health problems on campus, on-line and in workplaces. We offer undergraduate and postgraduate programs in criminology, social policy, social work, human geography and sustainability studies, public health, occupational health & safety, and occupational hygiene.

Major Accountabilities/Responsibilities

1. Provide external supervision and liaison tutoring to BSW and MSW(Q) students including:
 - Coordinate and deliver individual supervision sessions both face to face and remotely online.
 - Coordinate and deliver liaison tutoring and field placement assessment both face to face and remotely online, including online marking and grading.
 - Develop and deliver high quality social work supervision sessions across the duration of the field placements.



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- Maintain professional development currency in social work student supervision.
 - Provide support and training as required in social work student supervision in conjunction with the Field Education Team.
 - Develop localised policies for student supervision and student field placement assessment in conjunction with the Field Education team.
 - Establish and maintain effective relationships with all stakeholders involved in the field education program.
 - Conducting debriefing sessions for supervisors, agencies and students as required by the particular circumstances.
 - Proactively address and respond to issues raised by students and host organisations via established procedures.
 - Developing policies, procedures and systems, including enterprise and other IT systems, and maintaining all electronic and physical records relating to the management of the field education program to meet accreditation and legislative requirements, as well as quality standards
2. Continuously review and make improvements to the field education program
 3. Undertake analysis and provide ongoing detailed reporting on data for the School's field education program, including developing and reporting on key KPIs on a regular basis.
 4. Assist with student events such as enrolments, orientation, graduation and other as required..
 5. Contribute to operations of the professional administrative team within the School, including contributing to planning and improving School operations.
 6. Any other duties as required by the Senior Field Education Academic or School Operations Manager.
 7. Act in accordance with University policies as amended from time to time, the Values in Action Framework of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity, and our commitment to Equity, Diversity and Inclusion.
 8. Provide line management and supervision, communicate and consult with staff on workplace matters.
 9. WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - <https://www.uow.edu.au/about/services/safe-at-work/whs-framework/>

Reporting Relationships and Other Key Contacts

Position reports to	Field Education Academic Lead
Positions supervised by this position	Nil
Other key contacts and stakeholders	School Operations Manager Discipline Lead, Social Work Social Work Field Education subject coordinators Faculty Executive Manager Head of School Social Work Academic Program Directors Field Education Coordinators

Selection Criteria

- Bachelor in Social Work or Masters in Social Work (Qualifying) with demonstrated 5 years' experience in social work practice post qualifying
- Experience in supervising and assessing social work students in the work-based context
- Strong relationship management skills aimed at creating and sustaining positive relationships
- Demonstrated high level written, verbal and interpersonal communication skills, with the ability to deal with complex and/or sensitive matters confidentially and discretely
- Demonstrated experience in delivering supervision and/or workplace training in both online and face to face environments
- A high level of problem solving, organisational and analytical and skills including the ability to multitask, exercise initiative and work independently to establish priorities, manage complex tasks and meet competing deadlines whilst maintaining accuracy and attention to detail
- Proficiency in the use of Microsoft Office suite of programs and demonstrated ability to learn, implement and



promote the use of business systems and databases.

- Demonstrated experience working in a medium to large complex organisation or a tertiary environment.
- A current driver's license.

Special Job Requirements

- May be required to work outside of standard business hours or across campuses and undertake regular travel to visit field education agencies and students on placements.
- This position has been classified as "child-related work". In accordance with relevant legislation, prohibited persons are not permitted to apply for positions that are classified as "child-related work". Accordingly, candidates will be required to undertake and pass a Working with Children Check Clearance. For more information on how to apply for the clearance, please visit the Office of the Children's Guardian website <https://ocg.nsw.gov.au/working-children-check>.
- This position requires the position holder to hold and maintain a valid, current Australian Driver License.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [WHS Framework](#).

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to



perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	October 2025
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	November 2028
Date reviewed by CP&CO (if applicable)	
Date of next review	October 2028

