

POSITION DESCRIPTION



Position	Work Integrated Learning (WIL) Senior Officer
Level/Classification	HEW0506
Reports to	Work Integrated Learning (WIL) Coordinator
Unit	Learning Teaching and Technology
Directorate	Education
Positions Supervised	Nil

Position Purpose

The WIL Senior Officer is accountable for providing comprehensive and practical support for WIL and Placements for students through the development and maintenance of positive internal and external relationships.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

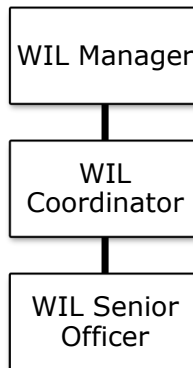
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Learning Teaching and Technology is located within the Portfolio of the Deputy Vice Chancellor Education and Equity.

Reporting Relationships



Key Responsibilities/Duties

1. Establish and maintain effective relationships with business, industry, community and government in conjunction with relevant College stakeholders (e.g. students, Deans) to develop new WIL and Placement opportunities.
2. Provide ongoing support and advice to workplace supervisors to ensure the successful continuation of existing work placement programs, working to resolve issues with placements as required.
3. Provide advice and information to students and relevant College staff, escalating queries as appropriate. This includes developing, updating and maintaining resources to:
 - a. Assist students with understanding the requirements and;
 - b. Support University staff to appropriately manage placements.
4. Maintain appropriate databases for student placement/workplaces, their agreements and mentors as required.
5. Prepare documentation and materials in relation to placements and ensure they are updated regularly and provided to relevant parties in a timely manner..
6. Participate as an effective and flexible member of the team, identifying areas of improvement and contributing to the enhancement of service processes. This may include liaison with software/system vendors.
7. Act as a point of contact for College staff for all WIL and Placement queries as required.
8. Provide advice and support to students in relation to WIL, placements, internships and work experience and act as a liaison point between students and employers and other external stakeholders in relation to the placement of students in the workforce.
9. Coordinate checks, clearances and other requirements required for the placement of students in the workforce.
10. Facilitate placement-related communications, provide input into placement-related marketing materials and represent WIL and Placements at internal and external events.
11. Prepare relevant reports and data, and contribute to quality assurance processes as required.

12. Embody the University's values within and beyond the University, building equality and diversity and encouraging social responsibility.
13. Support the delivery of an engaging student experience of which excellence in research and quality education are fundamental, aligning to College and University objectives.
14. Work collaboratively and effectively across the University and with central university professional service functions.
15. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
16. Participate on committees and working parties related to the College as required.
17. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. A tertiary qualification with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in coordinating WIL activities or Placement programs.
3. Proven ability to maintain successful partnerships with internal and external stakeholders.
4. Demonstrated high level of computer literacy and proficiency in the production of high level work using software such as Microsoft Office and placement applications (e.g. SONIA) and specified University software programs, with the capability and willingness to learn new packages as appropriate.
5. Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
6. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation and/or external stakeholders.
7. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
8. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.
9. A commitment to equity and social justice principles.

Desirable

1. Previous experience in a similar role within higher education sector or exposure to relevant industry networks.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.