

POSITION DESCRIPTION



Position	WIL Coordinator
Level/Classification	HEW0607
Reports to	Work Integrated Learning Placement Manager
Unit	Work Integrated Learning
Directorate	Office of Learning, Teaching and Technology
Positions Supervised	4

Position Purpose

The Work Integrated Learning (WIL) Coordinator (in conjunction with the WIL Manager) is responsible for co-ordinating the day-to-day operational activities of the WIL Team, providing comprehensive and practical support for WIL activities 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.

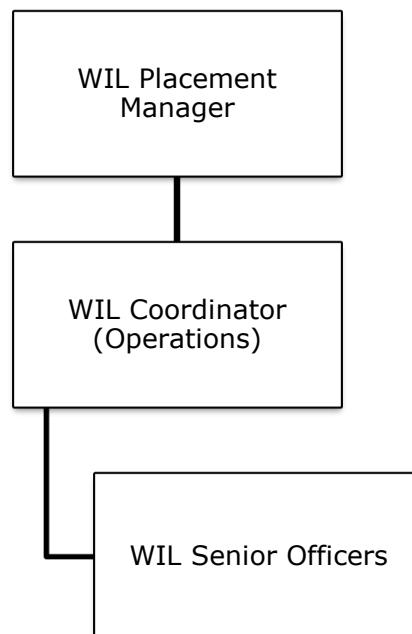
About the Work Area

The Office of Learning, Teaching and Technology sits within the Portfolio of the Deputy Vice Chancellor (Education) and plays a central role in delivering contemporary, accessible and inclusive education across the University. The portfolio is committed to high-quality learning experiences that support student success and produce graduates with adaptability, fresh perspectives and a strong social conscience.

Work Integrated Learning (WIL) is a key component of this commitment, providing students with meaningful, real-world experiences that strengthen employability, confidence and career readiness. The WIL team works closely with Schools across the University, as well as external industry partners, to create, coordinate and support placements, ensuring students have valuable and positive workplace learning opportunities. This is particularly significant in disciplines such as education, nursing and veterinary science, where placements are a mandatory component of the curriculum.

The WIL function operates within a complex and evolving environment, requiring coordination across multiple stakeholders, systems and campuses to ensure consistent, compliant and effective service delivery, together with a high-quality, coordinated student experience.

Reporting Relationships



Key Responsibilities/Duties

1. Provide operational leadership to the WIL team in the provision of comprehensive and practical support for WIL activities while overseeing a balance of work volume across the team and handling escalated or complex queries as appropriate.

2. In conjunction with the WIL Manager and relevant College stakeholders, establish and maintain strategic relationships with business, industry, community and government to develop new WIL opportunities as well as ensure successful continuation of existing programs.
3. Lead a work environment of continuous review and improvement of business practices, operational processes and service provision, while fostering a performance culture of multidisciplinary teamwork and innovation.
4. Ensure that the advice and information provided to students and relevant College staff is up-to-date and handle escalated complex 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.
5. Oversee WIL-related communications, provide input into placement related marketing materials and represent WIL and Placements at internal and external events.
6. Prepare relevant reports and data and contribute to quality assurance processes as required.
7. Embody the University's values within and beyond the University, building equality and diversity and encouraging social responsibility.
8. Work collaboratively and effectively across the University and with academic staff, students and professional service functions.
9. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety, identify and mitigate risks and exhibit good practice in relation to same.
10. Participate on committees and working parties related to the University and Colleges as required.
11. Carry out, and assist with, miscellaneous activities as requested.

Selection Criteria

Essential

1. A tertiary qualification with subsequent relevant experience or an equivalent combination of experience and/or education/training.
2. Experience in people leadership, development, engagement and management, with the demonstrated skills to motivate, inspire, and mobilise teams to create a positive workplace culture and deliver quality outcomes.
3. Demonstrated experience in successfully coordinating work placement programs or other WIL activities.
4. Proven ability to establish and maintain successful partnerships with internal and external stakeholders.

5. Demonstrated high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and placement applications (e.g. SONIA) and specified University software programs, with the capability and willingness to learn new packages as appropriate.
6. Demonstrated high level of organisational, time and workload management skills, including the ability to use initiative, assume responsibility for tasks and projects, resolve problems and prioritise workload to meet strict deadlines.
7. 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.
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 Career Development Conversation annually to discuss their career aspirations and growth opportunities. All staff undergoing a probation period are required to set probationary objectives with their leader 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.