

# POSITION DESCRIPTION



<b>Position</b>	Work Integrated Learning Placement Manager
<b>Level/Classification</b>	HEW Level 9
<b>Reports to</b>	Director Learning, Teaching and Technology
<b>Unit</b>	Office of Learning, Teaching and Technology
<b>Directorate</b>	Deputy Vice Chancellor Education
<b>Positions Supervised</b>	3

## Position Purpose

The Work Integrated Learning (WIL) Placement Manager is responsible for the development and delivery of the program of support for the University's WIL activities, aligned to the University's Education Strategy.

The role leads and develops the WIL team, ensuring a high-quality and coordinated placement experience for students, strengthening engagement with academic stakeholders, building effective industry partnerships, and ensuring compliance with relevant regulatory requirements.

## 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 Bididi. 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

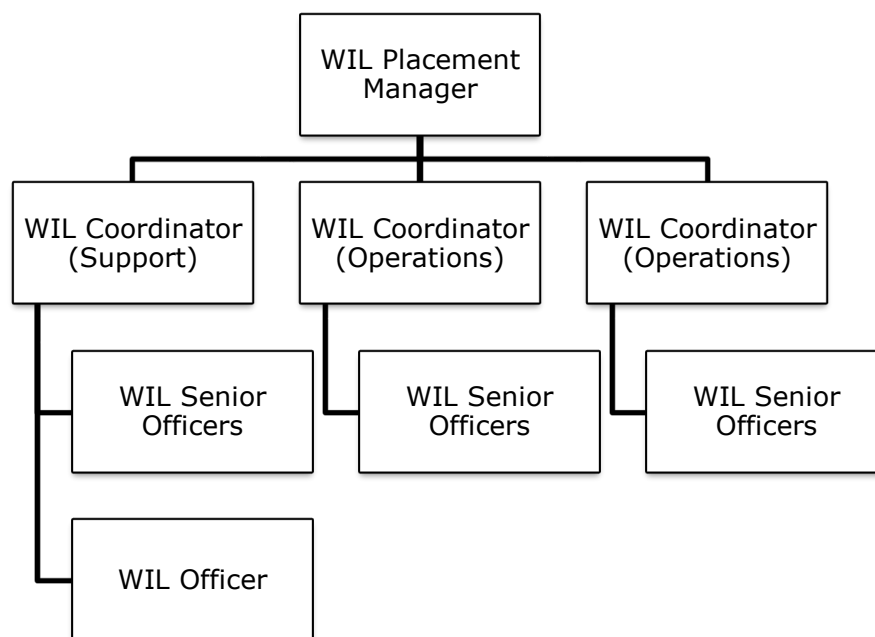
The Office of Learning, Teaching and Technology sits within the Portfolio of the Deputy Vice Chancellor (Education) and plays a central role in delivering contemporary, accessible and inclusive education across the University. The portfolio is committed to high-quality learning experiences that support 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.

The team comprises three streams, each led by a Coordinator. Two teams are externally focused and responsible for administering placement activities, while a third support team provides systems, documentation and process support across WIL. The team is predominantly based at the South Street campus, with a smaller presence at the Mandurah campus.

### Reporting Relationships



## Key Responsibilities/Duties

1. Lead and manage the delivery and continuous improvement of work integrated learning (WIL) activities across the University, ensuring consistent, high-quality service delivery aligned with student placement requirements and strategic objectives to enhance student experience and employability outcomes.
2. Develop WIL initiatives aligned to the University's Education Strategy, providing input into planning, prioritisation and implementation of services and programs.
3. Develop and maintain effective relationships with internal and external stakeholders, including academic staff, professional teams, industry, community and government partners, to support the delivery and enhancement of WIL as a core component of the student learning experience.
4. Lead, coach and develop the team, fostering a high-performing, collaborative and accountable culture. This includes setting clear expectations, managing performance, supporting professional development and ensuring effective workforce planning.
5. Establish and embed clear and consistent ways of working, including communication rhythms, team engagement practices and service delivery standards. Build team capability through onboarding, training, cross-skilling and continuous development.
6. Oversee day-to-day operations, ensuring efficient and effective service delivery. Identify opportunities to improve processes, systems and workflows, and lead initiatives to enhance service quality and consistency across the function.
7. Develop and oversee systems, processes and reporting frameworks to support scalable and sustainable service delivery. Monitor performance and use data and feedback to inform decision-making and continuous improvement.
8. Ensure WIL activities are delivered in accordance with relevant legislation, regulatory requirements and University policies and procedures. Monitor and manage risk, and promote good practice in areas including equity, health and safety.
9. Drive a coordinated and consistent approach to WIL delivery across Schools, campuses and service areas, ensuring alignment with broader University priorities and a seamless student experience.
10. Represent WIL across the University, including participation in relevant committees, working groups and forums. Provide advice and input to stakeholders on WIL delivery, improvement and strategic direction.
11. Embody the University's values and contribute to a culture of inclusivity, integrity, collaboration and social responsibility.
12. Undertake other duties as required, commensurate with the classification and scope of the position.

## Selection Criteria

### Essential

1. Completion of a tertiary qualification with substantial relevant experience and proven expertise, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in people leadership, development and performance management, with the ability to coach, motivate and develop teams to deliver high-quality outcomes and foster a positive, collaborative workplace culture.
3. Highly developed communication and interpersonal skills, with the ability to build effective relationships and work constructively and collaboratively with stakeholders at all levels of the organisation.
4. Demonstrated ability to manage strategic programs and translate strategic priorities into operational plans and outcomes.
5. Demonstrated ability to innovate and utilise systems and technologies to enhance stakeholder experience, including experience with CRM-type platforms and business systems, and a focus on continuous improvement.
6. Demonstrated commitment to equity, diversity, inclusion and social justice principles.

### Desirable

1. Previous experience in a similar role within the higher education sector and/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 at all Western Australian campuses: South Street, Perth; Rockingham; and Mandurah.
3. Ability to work outside of normal office hours when required.
4. Occasional interstate travel or travel within the state may be 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.*