



POSITION DESCRIPTION

Position:	7212 Work Integrated Learning Placement Officer
Work Area:	Academic Support Unit
Classification:	Level 5
Supervisor:	0663 Senior Placement Officer

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF ACADEMIC SUPPORT UNIT

The Academic Support Unit (ASU) provides complex academic support services across all UniSC locations including work integrated learning, technical operations, school operational support and school accreditation support. The ASU provides expertise and support for innovative teaching, research excellence and outstanding learning experiences for students, ensuring these core activities meet legislative and governance requirements, and contribute to the effective and efficient operation of the schools.

PRIMARY OBJECTIVES OF THE POSITION

Work collaboratively within a team environment to deliver high quality and consistent support in our core business areas.

- Work Integrated Learning (WIL) Administration
- Relationship management
 1. Stakeholder engagement and
 2. Customer service
- Quality and continuous improvement



NATURE AND SCOPE OF POSITION

Working under general direction of the Senior Placement Officer, providing a range of support services for USC's Work Integrated Learning (WIL) courses.

The position will deliver a suite of high-quality student-centred services including the administration and support of students and liaison with host organisations to promote and secure placements, whilst maintaining accurate records. The incumbent will engage positively with their immediate team, and across the broader Work Integrated Learning Team, to contribute to the creation of an inclusive culture with a focus on innovation and continuous improvement. This position draws on administrative expertise and the ability to make well-reasoned, policy-based decisions.

KEY ACCOUNTABILITIES OF THE POSITION

1. Providing a range of operational and administrative services to support the university's WIL courses, with a key focus on ensuring all pre-placement requirements are met.
2. Accurately and effectively using of the university's Placement Management System, and other technologies, in accordance with university policies, procedures and processes, including maintaining and extracting data and reports.
3. Providing timely, accurate and high-quality support to students regarding pre-placement and WIL experience requirements as appropriate to their discipline, including assisting with the organisation and delivery of WIL information sessions and up-to-date and informative online resources in accordance with policy and procedures.
4. Maintaining positive relationships with external host organisations to enable all students to have access to suitable and safe WIL experiences.
5. Collaborating with relevant academics regarding the resolution of issues relating to WIL, and the continuous improvement of WIL through assisting in the monitoring and evaluation of WIL.
6. Collaborating with University stakeholders to provide a coordinated and professional service for students and industry, including responding to sensitive and urgent issues relating to WIL preparation and participation.
7. Contributing to the continuous improvement of policies and procedures, and the documentation of WIL processes.
8. Contributing to the development and maintenance of a positive and inclusive team culture, both within their immediate team, and across the broader Academic Support Unit.
9. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a degree, combined with at least 4 years subsequent relevant experience, or an equivalent experience and/or education/training in the industry.
2. Effective to well-developed organisational and administrative skills with demonstrated ability to determine work priorities and effective work methods to meet deadlines within a dynamic work environment.
3. Demonstrated effective to high-level customer service skills and a proven results orientated focus.
4. Demonstrated attention to detail and effective to well-developed data entry, communication and reporting skills, including the ability to use the university's Placement Management System and other technologies.
5. Effective to well-developed written and oral communication and interpersonal skills, with a demonstrated ability to establish positive relationships and work collaboratively with a diverse range of people including students, academic staff, professional staff and external host organisations.
6. Demonstrated ability to work independently, exercise initiative and sound judgment to solve problems and make decisions and escalate when appropriate.
7. Experience in applying a continuous improvement approach to the development and review of shared work processes and adhering to a framework of established policies and procedures.
8. Routine to general knowledge of WIL within the higher education sector, including an understanding of the importance and influence of regulation and accreditation requirements.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.