

Position description

Position title:	Support Officer, Work Integrated Learning
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 4 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849296
Further information from:	Ms Sharyn Crawford, Coordinator, Work Integrated Learning Telephone: (03) 5327 6459 E-mail: s.crawford@federation.edu.au
Position description approved by:	Mr Andrew Evans, General Manager (Academic)

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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In accordance with its Aboriginal and Torres Strait Islander Workforce Strategy, Policy and Procedure and Section 12 of the Equal Opportunity Act 2010, the University has designated this position as a targeted Aboriginal or Torres Strait Islander Position. Only Aboriginal and Torres Strait Islander people are eligible to apply.

Position summary

The Support Officer, Work Integrated Learning (WIL) is will contribute to the administration of work integrated learning functions within Schools. WIL includes placement, internships, projects, overseas study tours and international exchange programs. The position will work closely with the Work Integrated Learning Coordinator and Program Support Officers, WIL to support the delivery of WIL within university programs and ensure compliance to policies and procedures.

Key responsibilities

1. Contribute to the collection and verification and uploading of WIL student and agency documents for student Work Integrated Learning such as working with children checks, police checks, immunisations.
2. Contribute to the WIL financial matters including the checking and processing of provider payments via purchase orders and standing purchase orders, monitoring expenses and maintaining accurate records to assist with budget forecasting and monitoring.
3. Play an active role communicating information to students, placement providers and Schools in a timely and regular fashion using a variety of channels, to ensure compliance for students undertaking WIL.
4. Contribute to the production of student handbooks and information guides for placement and program accreditation.
5. Contribute to the monitoring and maintenance of the University Work Integrated Learning website.
6. Other duties as directed by the Coordinator, Work Integrated Learning including support to projects related to work integrated learning functions across all schools
7. Support the broader Work Integrated Learning team in undertaking tasks to assist during peak periods and staff absences such as placing students through Inplace and PlaceRight.
8. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
9. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Support Officer, WIL works under the general supervision and direction of the Coordinator, WIL.

The Support Officer, WIL, will be responsible for day to day collection, verification, compliance and problem solving relating to requests for support for WIL.

A high level of confidentiality is an important component of this position as the role pertains to sensitive, personal information and records.

Training and qualifications

Completion of a diploma level qualification with relevant work related experience, or completion of a Certificate IV with relevant work experience, or an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The Support Officer, WIL reports to and works under the general direction of the Coordinator, Work Integrated Learning, and across the broader WIL team.

The Support Officer, WIL will be required to undertake limited creative, planning or design functions; apply skills to a varied range of different tasks.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Provide a Confirmation of Aboriginality and/or Torres Strait Islander Heritage or Statutory Declaration of Aboriginality and/or Torres Strait Islander Heritage.
2. Completion of a diploma level qualification with relevant work related experience, or completion of a Certificate IV with relevant work experience, or an equivalent combination of relevant experience and/or education/training.
3. Demonstrated administrative skills, including the ability to plan, set up and maintain efficient and effective record-keeping, filing systems and databases.
4. Demonstrated ability to interpret policies and procedures, and to ensure own work area is compliant.
5. Demonstrated communication and interpersonal skills, including the capacity to work collaboratively with a range of stakeholders to ensure quality customer satisfaction as well as the capacity to maintain strict confidentiality.
6. Demonstrated word processing and Microsoft Office skills, in particular MS Word, Excel, PowerPoint and e-mail, as well as the demonstrated ability to use other relevant applications, such as InPlace and PlaceRight.
7. Demonstrated problem solving, time management and organisational skills, including the ability to prioritise workloads and meet tight deadlines while paying attention to detail.

8. Demonstrated ability to work independently and as a contributing member of a team as well as the capacity to work in a collegiate manner with other staff in the workplace and across campuses.
9. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.