



## Position Description – Work Integrated Learning Officer

### Position Details

---

<b>Position Title:</b>	Work Integrated Learning Officer
<b>Position Number:</b>	50071304
<b>College/Portfolio:</b>	Science, Engineering and Health
<b>School/Group:</b>	School of Science
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 5
<b>Employment Type:</b>	Fixed term – replacement position
<b>Time Fraction:</b>	1.0

### RMIT University

---

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous

and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unseeded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa**– a “**commitment to share**” - **an important step in our reconciliation journey.**
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

### **RMIT Standings in university rankings**

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit [rmit.edu.au/about](http://rmit.edu.au/about)

### **College/Portfolio/Group**

---

The College comprises four Schools delivering a broad range of programs in science, engineering, health and technology at apprenticeship, certificate, bachelor, masters and PhD levels. Many programs articulate between vocational and higher education, creating pathways for further study. There is a vibrant research community attracting funding from a range of government and industry sources. The College has an annual income of approximately \$450 million and employs over 1,000 staff providing on

and offshore programs to approximately 20,000 students.

More information about the College may be found at: [www.rmit.edu.au/seh](http://www.rmit.edu.au/seh)

### **Position Summary**

As part of the School Industry Engagement team, the administrative officer provides administrative support to the Work Integrated Learning (WIL) aspects of programs within the School, as directed by the Manager, Academic & Student Operations.

The role will provide a high level of administrative support in line with RMIT policies and procedures. The incumbent will be required to use the WIL database and will work to ensure that the data is accurate and up-to-date.

### **Reporting Line**

---

Reports to: Manager, Academic and Student Operations

Direct reports: Nil

### **Organisational Accountabilities**

---

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

### **Key Accountabilities**

---

1. Provide high level support for the administration of WIL activities, ensuring compliance with University policy and procedures working closely with Industry Engagement Officer, Senior Manager Industry Development; and Science Skills, Communications and WIL Coordinator.
2. Act as the first point of contact for students and academic staff on WIL and provide timely advice delivered in a confidential, timely and accurate manner, and action with high attention to detail.
3. Assist in managing relationships with WIL partners, both in Australia and overseas, with respect to student placements, progress and assessment.
4. Deliver and promote excellent customer service to stakeholders, both internal and external, in order to ensure effective outcomes.
5. Maintain WIL database (CMS) and web portal, assist with promotion, recruitment and selection of placements.
6. Ensure administrative procedures, relevant paperwork such as contracts and relationship agreements are completed and documented for all placements within specified time frames prior to students commencing placements, including accurate and records management system updates, escalating complex issues to University and College contracts teams and/or Manager Academic & Student Operations where required.
7. Coordinate promotional events such as briefing sessions, workshops, seminars and industry events to increase student and industry participation in WIL activities across the School.
8. Assist in the evaluation, improvement and implementation of processes to increase the WIL opportunities and participation for School of Science students from all programs.
9. Other duties, as directed by the Manager, Academic & Student Operations, within the scope of this classification.

## Key Selection Criteria

---

1. Experience in providing administrative support in a WIL or similar environment within a university or similar organisation.
2. Demonstrated ability to work collaboratively in a team, efficiently and effectively, with minimal supervision.
3. Demonstrated ability to interpret and apply complex rules and handle sensitive matters confidentially.
4. Highly developed interpersonal skills and strong communication skills with the ability to form working relationships with people from diverse cultural backgrounds at all levels of an organisation.
5. Excellent organisational and time management skills with demonstrated ability to work within tight timelines.
6. Proven computer literacy skills, including use of Microsoft Office Suite, with attention to detail and a high level of accuracy.
7. Well-developed oral and written communication skills, with proven experience in preparing quality correspondence.

## Qualifications

---

### Mandatory

Degree qualification in a relevant Science discipline and/or proven experience in tertiary sector and/or business environment.

Appointment to this position is subject to passing a Working with Children check.

### Desirable

Administration experience in the tertiary sector.

Experience in web publishing or use of Adobe suite.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
------------------	--	------------------	--