**POSITION DESCRIPTION**

**Position Title:** Work Integrated Learning (WIL) Adviser  
**Organisation Unit:** Student Employability Centre  
**Position Number:** 3041970  
**Type of Employment:** Full time – 3 years  
**Classification:** HEW Level 7

**THE UNIVERSITY OF QUEENSLAND**

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Student Affairs Division within the portfolio of the Deputy Vice Chancellor Academic is comprised of Student Services, Student Employability Centre, and the UQ Health Service. The division focusses on helping UQ students at St Lucia, Gatton, and Herston campuses succeed in their studies and make the most of their UQ student experience by:

- Providing a range of support services that effectively meets the needs of the UQ student population,
- Working across the UQ Community to drive strategies to strengthen the quality of the overall student experience,
- Facilitating access to experiences that assist students to reflect UQ graduate attributes and enhance their employability

The Student Employability Centre is custodian of the UQ Employability Award, and coordinates and promotes a wide range of activities across UQ that empower students to enhance their employability including: global mobility; entrepreneurship and innovation; volunteering and mentoring; undergraduate research experiences; and leadership development opportunities.

The Centre enhances student employability through a focus on experiential learning, ensuring that students are able to capitalise on the benefits of the University’s diversity, research reputation and capacity, international partnerships, and strong links with industry and the professions.

The Centre also provides financial supports to enable students to access experiences, as well as supports to translate, articulate, and transfer these experiences into the workplace.

Further information about the Student Employability Centre can be found at: https://employability.uq.edu.au/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

In support of UQ’s Employability Strategy and Framework, this position will support and cultivate work integrated learning activities and resources within a framework designed to enhance the employability of UQ’s students. This position will provide work integrated learning advice, support, resources, and consultation for students, university staff, and organisations, and will also be responsible for establishing links to relevant organisations, agencies, services and UQ units, to enhance the employability of students and graduates.
In partnership with a range of stakeholders, including the Institute of Teaching and Learning Innovation (ITaLI), this position will encourage sharing of best practice, innovation, and resources to promote and support WIL at UQ. This position will also provide discipline specific advice, pedagogical guidance, and learning resources to staff across UQ.

**Duties**

Duties and responsibilities include, but are not limited to:

- work in partnership with stakeholders across UQ to ensure a holistic understanding of the Employability Framework, and how WIL supports its implementation
- provide specialist, multi-disciplinary advice on the development and delivery of WIL across the University
- use national and international best practice to provide advice, strategies, and guidance to assist in embedding employability in the curriculum, raising awareness of the range of WIL delivery options using a variety of delivery methods
- facilitate and promote relevant learning opportunities, primarily in the form of workshops, for academic and professional staff members involved in the design and implementation of WIL
- develop links with relevant national and international organisations and liaise closely with Faculties, Schools, and Program Conveners to provide advice on relevant development programs and resources to improve WIL outcomes for students
- assist in the maintenance and updating of online and digital resources, providing professional development and support to colleagues working across UQ to share and increase corporate knowledge
- undertake project work as required to enhance and support discipline specific WIL service offerings for UQ students

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

**Organisational Relationships**

The position reports to Work Integrated Learning and Employability Coordinator.
SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree and at least three-four years in a relevant area, or an equivalent combination of relevant experience and/or education/training
- Sound knowledge and understanding of work integrated learning and employability within higher education nationally and internationally
- Experience developing and delivering educational resources to support learning in a large complex organisation, meeting a range of discipline specific needs and expectations
- Demonstrated ability to develop clear project plans and timelines, regularly communicate with stakeholders including project team members, and monitor project progress maintaining within budget and required standards
- Ability to consult, coordinate, and work effectively and independently with a wide variety of stakeholders at all levels including with academic staff, senior officers, professional staff, students, and external partners
- Ability to prioritise own workload in a high pressure environment, work independently and proactively and meet deadlines with attention to detail

**Desirable**

- Knowledge of issues related to entrepreneurship and innovation nationally and internationally, especially as it relates to higher education

The University of Queensland is committed to equity, diversity and inclusion.