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POSITION DESCRIPTION

Work Integrated Learning Officer

Position Level	6
Faculty/Division	Arts, Architecture & Design
Position Number	ADMIN ONLY
Original document creation	01/09/ 2020

Position Summary

The Work Integrated Learning team supports the development of Faculty initiatives to support and strengthen student engagement programs in order to positively influence the student experience.

This includes identifying, developing and implementing student development opportunities to enhance the student experience and ensure work-readiness. The Work Integrated Learning team is responsible for the placement and professional experience students complete as part of their course requirements.

The Work Integrated Learning (WIL) Officer – Social Work will be responsible for placing students in student placement opportunities within their allocated discipline. In doing so, the WIL Officer will liaise with professional stakeholders and relevant agencies to identify and obtain appropriate placements. This includes preparing students for placements; participating in seminars where needed and support the development and maintenance of administrative systems for student placement processes and policies.

The WIL Officer role specifically services the requirements for their allocated discipline, however, may be required to support other Schools on an as-needed basis.

Accountabilities

Specific accountabilities for this role include:

- Arrange placements for students according to required criteria and circumstances, ensuring a high level of professionalism
- Arrange and coordinate placements to a high standard as per accreditation, government and UNSW standards
- Develop and maintain professional working relationships with key contacts and professional stakeholders for the purposes of excellence in WIL opportunities
- Take responsibility for their placement discipline portfolio by identifying and negotiating suitable professional work placements and ensuring all government requirements are met on time
- Work closely with Academic convenor/s and student services to facilitate the identification, monitoring and support of 'at risk' students

- Work closely with UNSW internal stakeholders such as schools and central support units in the coordination, support and facilitation of student placements.
- Develop and deliver placement information sessions to students and ensure content is up-to-date and in line with government and accreditation requirements
- Facilitate and support placement liaisons visits, allocations and enquiries as directed by the WIL Manager
- Prepare and coordinate the supply of accurate and up to date data relating to placements for all stakeholders; accrediting & industry bodies, host organisations, WIL Supervisors, UNSW staff members and WIL students
- Maintain the day-to-day operations and development of the WIL function to ensure all legislative, accreditation, financial, systems and administrative requirements of placements are accurately recorded and managed
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A Bachelor of Social Work, or other relevant degree recognised by the Australian Association of Social Workers as eligible for membership, and five years of extensive professional practice experience, as per Australian Social Workers Education and Accreditation Standards
- Substantial experience in relationship management with proven success in providing a positive partnership experience with a key focus on long-term partnership development and high level stakeholder engagement
- Demonstrated skills in project management, managing workloads, setting priorities, and driving core (and strategic) outcomes in a complex fast-paced environment
- Demonstrated excellent interpersonal and communication skills with the ability to engage with a range of stakeholders including academics, professional staff and professional networks
- High level interpersonal, written and verbal communication skills with the ability to deal with complex and/or sensitive matters confidentially and discreetly
- Highly developed organisational skills with the ability to establish priorities and coordinate office support in a busy environment
- High level proficiency in a range of computing skills including word processing, spreadsheets and databases with the ability to learn and promote the use of new systems
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment check required for the social work position

- Qualification check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.