

Coordinator Professional Experience

College/Division	College of Arts Law and Education
School/Section	School of Education
Location	Burnie / Launceston / Hobart / Sydney
Classification	HEO6
Reporting line	Reports to School of Education Business Manager

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Coordinator, Professional Experience in the [School of Education](#) is part of the [College Arts Law and Education](#).

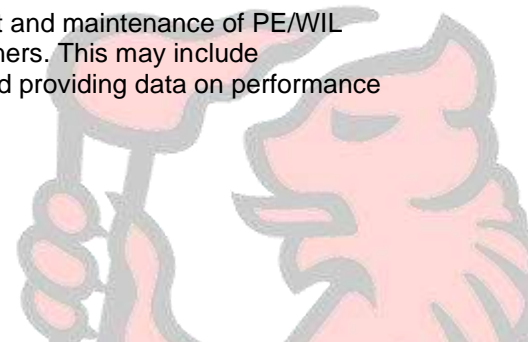
The Coordinator, Professional Experience manages the Professional Experience Office in the provision of administration services that support the student work-placement programs for the School of Education and the School of Social Work. The position provides advice and support to internal and external stakeholders across all levels and streams including school principals, senior managers, academic leaders, and undergraduate and postgraduate students.

The Coordinator, Professional Experience inputs to the design, development, and implementation of policy, procedure, and curriculum design in support of work-placement outcomes that deliver maximum benefit to stakeholders. The incumbent maintains and grows a relationship network inclusive of educational providers, regulators and University, College, and School personnel; and represents the School's on University-wide committees related to Professional Experience (PE) or Work Integrated Learning (WIL).

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Manage the day-to-day operations of the PE office, overseeing the effectiveness and efficiencies across all PE/WIL student placement activity and ensuring the currency, completeness, and accuracy of all administrative processes and records.
- Make key and knowledgeable contributions to the design and delivery of strategic and operational plans, policy and procedure in the area of PE / WIL that align with and contribute to achievement of the College's and in turn the University's mission.
- Represent the School, College and University on internal and external committees and at relevant forums in relation to the Professional Experience Office's role in PE/ WIL programs.
- Provide the School, College with advice and data on the management and maintenance of PE/WIL related agreements between the College/University and external partners. This may include assessing client needs, facilitating mutually satisfactory outcomes, and providing data on performance against agreement.



- Lead the development of the Professional Experience team, establishing a values-based, people-centric environment that supports all staff and students to achieve their best individually and collectively.
- Actively engage in continuous professional development and knowledge currency activity in the area of PE / WIL administration practices and be proactive in contributing to a vibrant continuous learning workplace environment through continuous sharing of knowledge with others.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- A degree level qualification with relevant experience or an equivalent combination of relevant experience and/or education/training.
- Proven team building and team leadership skills, with an ability to work independently and constructively.
- Experience with policy interpretation and implementation, including the ongoing review of administrative processes and procedures to ensure they provide a quality approach.
- Good written communication skills including the ability to research and analyse information in order to present data, write effective reports, plans, submissions and correspondence.
- Demonstrated high-level interpersonal and verbal communication skills including the ability to clearly consult and liaise with internal and external stakeholders in a professionally and culturally sensitive manner.
- Experience using business software applications to support the delivery of services within a digitalised and diverse environment.
- Experience in university professional / work integrated placement or similar and a current working knowledge of the Tasmanian school environment would be highly desirable.

Other position requirements

- Current Working with Vulnerable People registration or to be obtained
- Travel may be required between campuses

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

