



Position Description

Manager, Workplace Learning Team

Workplace Learning Team

Faculty of Science and Health

Classification	Level 7
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	July 2021



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	<ul style="list-style-type: none"> • Commencing progress rate • Student experience
Our Research	<ul style="list-style-type: none"> • Research income • Research quality and impact
Our People	<ul style="list-style-type: none"> • All injury frequency rate • Engagement
Our Social Responsibility	<ul style="list-style-type: none"> • Underlying operating result • Community and partner sentiment

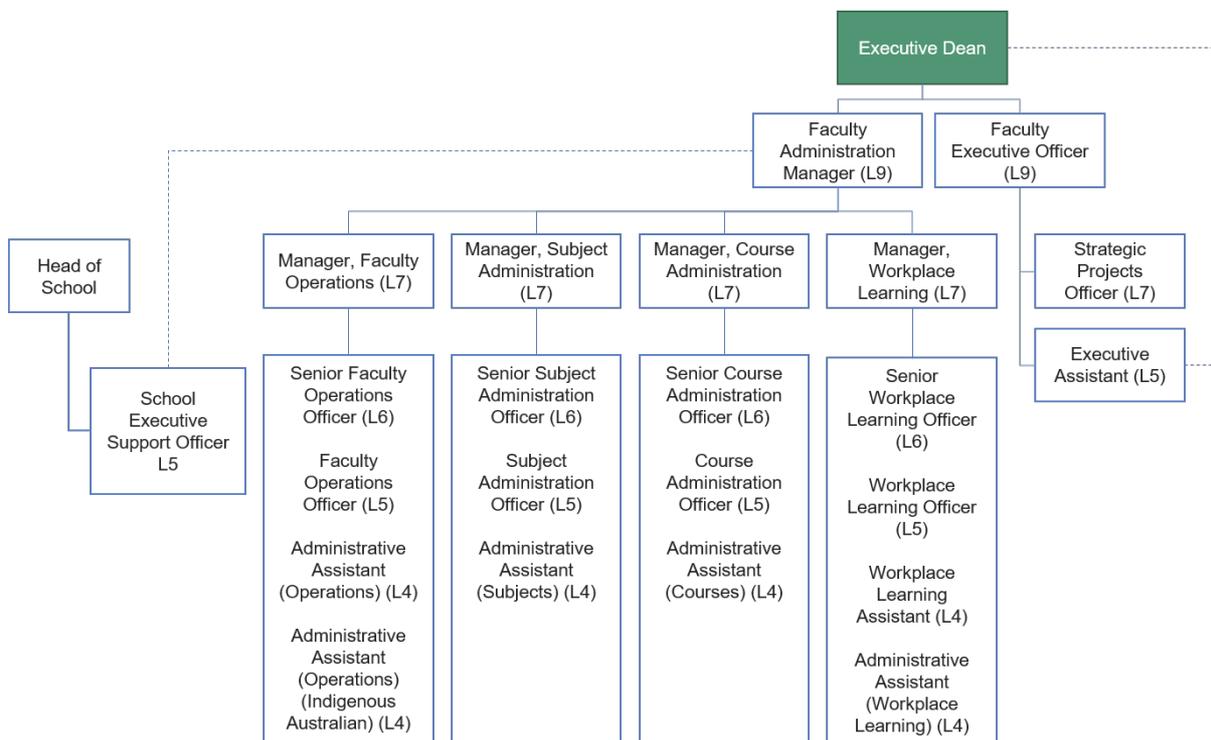


Faculty of Science and Health

The **Faculty of Science and Health** has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. It delivers flexible and innovative teaching programs designed to produce job-ready graduates for a diverse range of professions. As a leader in strategic and applied research the Faculty aims to enhance and extend scientific knowledge, train, and educate future researchers as well as provide scientific solutions to current regional, national and global challenges. The staff and students of the Faculty achieve their educational and research goals through ethical practice, professional collaboration, industry involvement and a commitment to continual improvement. The Faculty is involved in teaching and research over a wide range of areas, including: Agricultural and Wine Sciences, Biological Sciences, Veterinary and Animal Sciences, Dentistry, Medical Radiation Science, Pre-Hospital Care, Allied Health, Nursing, Midwifery and Indigenous Health, Human Movement Studies, Environmental Sciences and Medicine.

The Faculty is comprised of a Faculty Office, five Schools, the Three Rivers University Department of Rural Health, teaching/research laboratories and a number of commercial clinics. The majority of our teaching and research activity is undertaken within the Schools. The clinical enterprises, which include dentistry clinics, allied health clinics and veterinary clinics, generate revenue and provide a significant clinical experience opportunity for our students. The Faculty Office is responsible for ensuring that the entire Faculty operates cohesively and efficiently and is developed in accordance with the strategic objectives of the University.

Organisational chart





Reporting relationship

This position reports to:	Faculty Administration Manager
This position supervises:	Senior Workplace Learning Officer
	Workplace Learning Officers
	Workplace Learning Assistants
	Administrative Assistant

Key working relationships

- Heads of Schools
- Students
- School and Faculty Leadership
- School and Faculty Academic Staff
- Faculty Team Managers Network
- Faculty Administration Teams
- Divisions and Offices of the University

Position overview

The Manager, Workplace Learning Team (MWPL) provides strategic advice and ensures the effective delivery of operational support to Students, Faculty Leadership, Heads of Schools and Academics. The position is accountable for the planning and management of resources and activities related to the administration of workplace learning. The incumbent is expected to have expert knowledge and work professionally and effectively with University Administrative Divisions on behalf of the Faculty. As a leader within the Faculty Administration Team, the Manager provides resources and support to other areas of the Faculty as required. In addition, the role will focus on providing a service that enhances the student experience, and the University's relationship with placement sites.

Principal responsibilities

- Oversee and manage operational functions through the provision of timely information to Students, Heads of School, Academic Staff and Faculty Leadership
- Lead and contribute to the creation of an environment of continuous improvement through the identification of process/procedure improvements and identifying ways of exceeding internal and external customer expectations
- Actively participate in the planning and communication of initiatives, taking a lead role in the administration operations of the Schools and Faculty, ensuring alignment with University and Faculty priorities
- Coordinate with the equivalent position in other Faculties to ensure a consistent approach across the University



- Ensure all activities of the team are aligned to create efficiencies, continuity and consistency of work practices, while maintaining excellent service to Schools, the Faculty and other stakeholders
- Manage and lead a team to deliver on their accountabilities through effective communication of work plans, priorities and values, and assist their development through reviewing their contribution to the team and providing appropriate development opportunities
- Provide a high level of informed interpretation and advice to staff on the application of University and Faculty administrative and academic policies, regulations and procedures, ensuring the implementation of such policies, regulations and procedures as appropriate
- Represent the Faculty in external and internal meetings, negotiations and other forums
- Coordinate pre-placement administration and compliance (where necessary), aspects of placement establishment, placements, and post-placement reports and functions
- Liaise with the relevant academic staff regarding placement management.
- Collect, monitor and analyse data and provide appropriate reports to the Faculty Leadership Team and Course Directors, as appropriate.
- Provide expert and considered advice on procedures and systems development in the operational aspects of workplace learning.
- Oversee the development of documentation regarding workplace learning, ensuring appropriate dissemination of this information, e.g. via online environments or through student information sessions.
- Actively engage to improve the functionality of the workplace learning system to improve service and efficiency.
- Perform other duties appropriate to the classification as required.



Role-specific capabilities

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Be business savvy	Look to add commercial value in our roles, processes and ways of working.
Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Adapt to change	Explore the reasons for change and be willing to accept new ideas and initiatives.
Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Influence	Create compelling arguments to persuade others and promote ideas that add strategic value.
Lead and supervise	Set directions and standards, delegate, motivate, empower, develop others, recruit talent.
Formulate strategies and concepts	Work strategically, set strategies, have vision, think broadly about the organisation.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



Selection criteria

Essential

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree, normally with at least four (4) years' subsequent relevant experience to consolidate the theories and principles learned; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proven experience in high quality service delivery and the development of appropriate performance measures with the ability to interpret and apply policy, rules and regulations.
- C. Demonstrated ability to lead and work collaboratively, in problem solving, reporting and analysing within multidisciplinary and multi-located teams and across other areas to achieve continuous improvement.

