Position Description
Manager, Work Integrated Learning

Faculty/Portfolio: Faculty of Arts and Education
School/Centre: Engagement Portfolio
Basis of Employment: Full-time (36.75 hours per week) and continuing
Primary Location of Work: Geelong Waurn Ponds Campus / Melbourne Burwood Campus
Classification: HEW 8
Reporting Line: Engagement Portfolio Manager

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people’s lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia’s sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne’s CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

Work Integrated Learning
Benefits of working at Deakin
Deakin’s Strategic Plan – LIVE Agenda

DEAKIN’S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.
POSITION OVERVIEW

The Work Integrated Learning (WIL) Manager is responsible for managing and leading the continued development and implementation of student work integrated learning strategies and activities across the schools undergraduate and postgraduate programs. This includes developing an operational plan that ensures risk mitigation, compliance and delivery of all internships, student mobility, and student engagement activities in the Faculty. The incumbent will be required to work collaboratively within industry, WIL academics, and the wider Deakin Talent, Deakin Abroad and Student Experience teams, delivering innovative student engagement strategies in the areas of WIL, career development, employability, and student experiences across all the Schools.

The Work Integrated Learning (WIL) Manager will develop and implement the Faculty of Arts and Education Work Integrated Learning (WIL) strategy. The position is responsible for ensuring the WIL Team provide a high level of service and advice to prospective and current students and that the Faculty’s students are offered valuable experiential learning opportunities through a number of WIL activities. The WIL manager will ensure students are provided employability awareness, and engagement activities through a diverse range of accessible events and programs offered on campus, through the Cloud, domestically and overseas. The position is responsible for ensuring the WIL Team provide a high level of service and advice to all key stakeholders including industry, academics, and current students. This position will work to increase internship and global mobility opportunities that support the broad discipline needs of students in the faculty.

Key Relationships:

| Internal | • The WIL Manager directly supervises the Faculty WIL team.  
|          | • Key Faculty stakeholders include WIL academics, WIL Unit Chairs, Course Directors, Associate Heads of Schools, the Associate Dean Partnerships and International, and the Engagement Portfolio.  
|          | • Other key university stakeholders include the Graduate Employment Division, the Deakin Abroad team, other faculty WIL teams, the Student Experience Team, the Solicitors and Insurance teams, the Division of Student Life, and Faculty students. |
| External | • The range of external domestic stakeholders includes all internship host companies. This includes private sector, government, NGO’s and community organisations.  
|          | • International stakeholders include travel agencies, third party providers, institutional partners, and Deakin International offices overseas. |

PRIMARY RESPONSIBILITIES

- Develop, plan and implement WIL programs and initiatives incorporating appropriate review, evaluation and reporting mechanisms aimed to increase Faculty engagement with industry and community and provide opportunities for students and graduates to gain practical experience.
- Contribute to the strategic development of the Faculty’s Engagement Plan and lead the implementation and review of the WIL plan.
- Identify, design and lead the implementation of systems and efficiencies that align Arts & Education WIL administration to greater University vision, strategy and best practice.
- Collaborate with key academic stakeholders to design and deliver scalable and innovative models of WIL that ensure access and equity for all Faculty students, improve learning outcomes from WIL, improve graduate employability readiness, and support bespoke discipline and student cohort needs within the Faculty.
- Contribute to the Faculty International Strategy by overseeing all Faculty-led global mobility program operations. This includes collaborating with academic program leaders to manage the risk mitigation, compliance, and overall administration of programs.
- Manage the Faculty WIL Budget and grants application process. This includes leading NCP and other government grant proposals and submissions, developing and overseeing multiple global mobility project specific budgets, managing the
Peer Support budget, and managing the WIL Access grants program to ensure equitable distribution of Faculty Travel Grants to students.

- Oversee the development of a student communications and engagement strategy that drives awareness and engagement with WIL programs, Deakin TALENT programs and services, and the Peer Mentor Program. Develop, communicate and deliver a comprehensive calendar of events for current students, including orientation, information sessions, career festival events, and other Faculty-led engagement initiatives.
- Contribute to the assessment of learning outcomes from WIL and in the investigation of a variety of WIL models to ensure access for wider student cohort and develop proposals designed to increase rates of student participation across Faculty courses.
- Manage all escalated student, academic, and industry customer service support, driving equitable and compliant resolution of issues.
- Represent and promote the Faculty to identify and foster new relationships with government, non-government agencies and the private sector for a range of purposes, including to drive internship placement growth, identify scholarships and volunteering opportunities, and advisory board input.
- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University’s values.

You will be a person who is ambitious for Deakin University’s success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:
- An equivalent combination of training and experience or a Postgraduate qualification or progress towards a postgraduate qualification in the areas of education, leadership, management or communications.
- Extensive relevant experience in student services, customer service, stakeholder management, WIL, or a related field of work.
- Experience working within an organisation with formal administrative structures, policies and procedures, preferably within the higher education or vocational education sectors.
- Experience working collaboratively and effectively with students and external stakeholders and/or clients from business, government or community sectors.
- Demonstrated leadership and/or staff supervision experience.

Capabilities and Personal Attributes:
- Motivating People: Inspires, influences and connects others to achieve high performance and positive outcomes.
- Leading Teams: Uses appropriate methods to support, develop, motivate, and guide the team to achieve successful outcomes.
- Communicating with Influence: Engages and energises others through clear and persuasive communication.
- Collaboration: Proactively supports working together, shares ideas and provides constructive feedback; respects and values others.
- Inspiring Results: Translates strategic priorities into operational reality; inspires outcomes.
- Planning and Organising: Plans, analyses and co-ordinates the delivery of projects while balancing priorities, budget resources and human resources.
- Adaptability: Interprets the environmental context and continues to modify behaviours; finds ways to succeed.
• Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner.

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SPECIAL REQUIREMENTS

• Infrequent work outside business hours is required (e.g. work at evening or weekend events)
• Occasional overseas travel leading student WIL programs may be required
• Regular travel will be required between Deakin campuses
• Working with Children Check.

DISCLAIMER

The following statement is to be included in all position descriptions.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.