

### Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty Services, Faculty of Arts and Education
Employment	Continuing, Full-Time
Location	Flexible, Waurin Ponds Campus or Melbourne Burwood Campus
Classification	HEW level 7
Reports to	Manager, Work Integrated Learning

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

The Senior Coordinator, Work Integrated Learning, coordinates and implements the delivery of work integrated learning activities including career events. The Senior Coordinator provides a high-level of coordination, contribution, and service to the development of initiatives aimed at establishing and maintaining sustainable relationships with host organisations and international and industry partners to provide valuable learning experiences for students.

Reporting to the Manager, Work integrated Learning the (role) will:

- Distil the core issues from complex work integrated learning information, draw accurate conclusions and condense complex information and next steps into simple concise terms that others can understand.
- Seek feedback on improvement opportunities to work integrated learning process and practice from a diverse range of key stakeholders and implement change through appropriate channels and overcomes obstacles to change.
- Regularly monitor the national and international WIL space, maintaining the level of expertise required to ensure innovative responses to emerging WIL challenges.
- Plan and implement programs and initiatives designed to increase participation in work integrated learning and provide opportunities for students to gain valuable learning experiences.
- Maintain productive relationships with a diverse range of stakeholders and key influential individuals both inside and outside the University to ensure student placement opportunities are developed, students can be placed, managed and supported in accordance with university policy and procedure.
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support.
- Maintain accurate records of activities managed by the WIL team which may include, but is not limited to non-clinical placements, internships, study tours and career events.
- Develop and implement practical, accessible solutions based on stakeholder needs to work integrated learning matters.

### Accountabilities

- Plan and oversee projects/activities to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals
- Bring a strong customer mindset. Strive for excellence and consult regularly with staff/students/stakeholders to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.
- Provide ethical advice to staff/students/stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Challenge existing processes by formulating creative and inclusive alternative solutions and benefits. Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.

- Plan and prioritises work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy and commitment. Maintain personal integrity and make decisions consistent with university values.
- Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance. Implement strategies to promote positive emotional wellbeing across the team and regularly reflect on own behaviour.

### Selection

- A Degree with at least 4 years subsequent relevant experience; or
- Extensive experience and management expertise in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Experience in the field of student advising, career education or international education.
- Experience in working collaboratively and effectively with multiple internal and external stakeholders and/or clients from business, government or community sectors and students.
- Experience in negotiating new stakeholder agreements.
- Experience working within an organisation with complex administrative structures, policies and procedures, preferably within the higher education sector.
- Knowledge of graduate employment landscape.

### Capabilities

- **Authenticity** leads with values and in an open, transparent and consistent way.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

### Special Requirements

- Infrequent travel may be required to liaise with key stakeholders both interstate and internationally
- Working with Children Check (refer to Recruitment Procedure)

### Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.