

# Position Description

## Coordinator, Work Integrated Learning



### Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty of Arts & Education /Faculty Services
Employment	Full-time and Continuing
Location	Flexible: Melbourne Burwood Campus or Geelong Waurm Ponds Campus
Classification	HEW level 6
Manager Title	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](#)

# Position Description

## Coordinator, Work Integrated Learning



### Overview

The Coordinator, Work Integrated Learning is responsible for the effective administration of work integrated learning (WIL) practices and processes for student and host organisations, international and industry partners. They support functions including non-clinical student placements/internships, employer agreements and compliance according to university policy. The incumbent may also be involved in support student engagement activities (such as graduate employment activities, career events, and study tours).

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

- Implement programs and initiatives designed to increase participation in work integrated learning and provide opportunities for students to gain valuable learning experiences
- Establish and 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
- Provide ethical advice to students and stakeholders on work integrated learning that address underlying issues and promote value-adding insights and recommendations
- Develop and implement practical, accessible solutions to work integrated learning issues based on student and stakeholder needs
- 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
- Collaborate closely with other areas of Faculty Services, central divisions and the Academics

### 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 prioritise 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.

### Selection

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

### Capabilities

- **Communicates** engages others through persuasive and influential communication.
- **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.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

### Special Requirements

- Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)
- Infrequent travel will be required interstate and overseas and travel is required or regular travel within Victoria, not including between campuses
- Drivers Licence
- Working with Children Check

### 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.