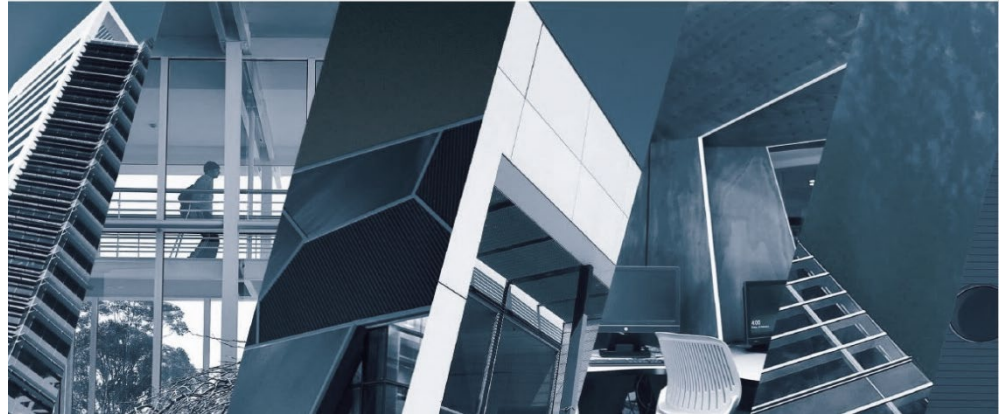


Position Description



Position title:	Support Officer, Work Integrated Learning
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 4 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ms Sharyn Crawford, Manager, Work Integrated Learning Telephone: (03) 5327 6459 E-mail: s.crawford@federation.edu.au
Recruitment number:	850035

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

This position description is agreed to by

Employee name

Signature

Date

Position summary

The Support Officer, Work Integrated Learning (WIL) will contribute to the administration of work integrated learning functions within Schools. WIL includes placement, internships, projects, overseas study tours and international exchange programs. The position will work closely with the Manager, Work Integrated Learning and Program Support Officers, WIL to support the delivery of WIL within university programs and ensure compliance to policies and procedures.

Key responsibilities

1. Contribute to the collection and verification of WIL student and agency documents for student Work Integrated Learning such as working with children checks, police checks, immunisations.
2. Contribute to the WIL financial matters including the checking and processing of provider payments via purchase orders and standing purchase orders, monitoring expenses and maintaining accurate records to assist with budget forecasting and monitoring.
3. Play an active role communicating information to students, placement providers and Schools in a timely and regular fashion using a variety of channels, to ensure compliance for students undertaking WIL.
4. Contribute to the production of student handbooks and information guides for placement and program accreditation.
5. Contribute to the monitoring and maintenance of the University Work Integrated Learning website.
6. Other duties as directed by the Manager, Work Integrated Learning including support to projects related to work integrated learning functions across all schools
7. Support the broader Work Integrated Learning team in undertaking tasks to assist during peak periods and staff absences such as placing students through in place.
8. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
9. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Support Officer, Work Integrated Learning works under the general supervision and direction of the Coordinator, Work Integrated Learning.

The Support Officer, Work Integrated Learning must have:

- sound knowledge of all relevant University Work Integrated Learning focussed policies and procedures;
- responsibility for day to day problem solving relating to requests for support; and
- sound knowledge of the procedures involved in processing compliance monitoring and verification of student WIL documents, payment of WIL agency invoices (and other financial processes) and general program support.

Training and qualifications

A diploma level qualification with relevant work related experience; or completion of a Certificate IV with relevant work experience; or completion of a post-trades certificate and extensive relevant experience and on the job training; or completion of a Certificate III with extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.

Position and Organisational relationships

The Support Officer, Work Integrated Learning reports to and work under the general direction of the Manager, Work Integrated Learning, and across the broader WIL team.

The Support Officer, Work Integrated Learning will be required to undertake limited creative, planning or design functions; apply skills to a varied range of different tasks.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A diploma level qualification with relevant work related experience; or a completion of a Certificate IV with relevant work experience; or completion of a post-trades certificate and extensive relevant experience and on the job training; or completion of a Certificate III with extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated administrative skills, including the ability to plan, set up and maintain efficient and effective record-keeping, filing systems and databases.
3. Demonstrated ability to interpret policies and procedures, and to ensure own work area is compliant.
4. Demonstrated communication and interpersonal skills, including the capacity to work collaboratively with a range of stakeholders to ensure quality customer satisfaction as well as the capacity to maintain strict confidentiality.
5. Demonstrated word processing and Microsoft Office skills, in particular MS Word, Excel, PowerPoint and e-mail, as well as the demonstrated ability to use other relevant applications, such as InPlace.
6. Demonstrated problem solving, time management and organisational skills, including the ability to prioritise workloads and meet tight deadlines while paying attention to detail.
7. Demonstrated ability to work independently and as a contributing member of a team as well as the capacity to work in a collegiate manner with other staff in the workplace and across campuses.
8. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

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.