

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:	Part-time
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sharyn Crawford, Manager, Work Integrated Learning Telephone: (03) 5327 6459 Email: s.crawford@federation.edu.au
Recruitment number:	851841

Position summary

The Support Officer, Work Integrated Learning (WIL) will contribute to the administration of work integrated learning functions within Institutes 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.

Portfolio

The Academic Services and Support is a directorate within the Academic portfolio which services the needs of the Institutes and in particular supports the delivery of Academic programs including the administration of work integrated learning.

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.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Contribute to the collection and verification and uploading 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 InPlace and PlaceRight.
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, WIL works under the general supervision and direction of the Manager, WIL. The Support Officer, WIL, will be responsible for day to day collection, verification, compliance and problem solving relating to requests for support for WIL. A high level of confidentiality is an important component of this position as the role pertains to sensitive, personal information and records.

Position and Organisational relationships

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

The Support Officer, WIL 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:

Training and qualifications

1. Completion of:
 - a diploma level qualification with relevant work related experience; or
 - a Certificate IV with relevant work experience; or
 - an equivalent combination of relevant experience and/or education/training

Experience, knowledge and attributes

2. Experience developing complex and long-term positive relationships with a variety of diverse internal and external stakeholders with proven outcomes.
3. An ability to facilitate relations between external and internal contacts, to demonstrate high-level problem solving skills and experience negotiating a positive outcome for all stakeholders.
4. Demonstrated experience working to tight deadlines whilst maintaining attention to detail, which includes accuracy of written communications, and data recording and reporting to meet the needs of the audience.
5. Experience managing complex projects and marketing plan development and monitoring, alongside subsequent evaluation and reporting.
6. Demonstrated ability to work in a geographically diverse team, with abilities to work collaboratively with a broad range of stakeholders, take initiative, and to work independently as well as an effective member of a team.
7. Demonstrated knowledge and understanding of the issues and challenges facing students completing studies and gaining related employment.
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.