

Position Title	Senior Team Lead, Experiential Learning
Classification	Level 8
School/Division	Deputy Vice-Chancellor (Education)
Centre/Section	Office of Education Innovation and Enterprise
Supervisor Title	Manager, Careers and Experiential Learning
Supervisor Position Number	312740
Position Number	318489

Your work area

The Office of Education Innovation and Enterprise is responsible for strategic leadership and oversight of digital uplift across the full student lifecycle, including both digital enablement initiatives and digital development and capability support. The Office leads the development of innovations in partnerships with third party organisations and industry, and advances UWA's short course and micro-credentials within the UWA Lifelong Learning and Continuing Education framework. The Office of Education Innovation and Enterprise also consolidates multiple initiatives with respect to experiential learning at curricula and co-curricular levels to develop an overall strategy for employability, and broader forms of career development initiatives through establishing and maintaining solid partnerships and engagement with Industry to stay abreast of skill requirements and resourcing needs.

Reporting structure

Reports to: Manager, Careers and Experiential Learning

Your role

As the appointee you will, under broad direction, be responsible for the operation of the Experiential Learning (including Work Integrated Learning) team. You will use expertise and judgement to provide high level advice, guidance and decision-making in matters relating to WIL programs, and for establishing the direction of the function through development of an annual business plan with goals and strategies aligned with the Employability and Career Development framework and other objectives of the broader Employability and Experiential Learning Portfolio.

Your key responsibilities

Develop and monitor strategic and operational plans that enhance the student experience, including providing leadership, coordination and liaison with key stakeholders internal and external to the University

Liaise and collaborate with academics in Schools to manage and drive innovation and improvement across the WIL placements process

Lead and supervise a team of staff to deliver a high level of consistent, end-to-end advice and administrative support for WIL placements and programs

Apply extensive knowledge and understanding of the business to train and develop staff in ensuring high levels of productivity and strong relationship management with students, Academic Coordinators and internal and external stakeholders centred on enhancing student outcomes

Apply extensive and in-depth knowledge of WIL processes to provide key strategic advice and liaise with other areas on key issues

Manage and monitor resources and their allocation, and oversee more complex administrative processes

Conduct analysis, prepare reports and provide consultative advice and recommendations on all aspects of WIL activities to increase placement opportunities and ensure positive student outcomes

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant management experience in a related area including budget control

Excellent interpersonal written and verbal communication skills and ability to manage key relationships with internal and external contacts

Excellent planning and organisational skills to effectively plan and implement multiple projects, including implementation of continuous improvement and student focussed initiatives

Proficiency in a range of computing skills including electronic records systems, word processing, spread sheets, databases, internet and email

Ability to supervise, train and develop staff

Ability to work independently, show initiative and manage and work productively in a multi-functional team environment

Strong focus on delivering an exceptional student experience and customer service

Special requirements

Some after-hours work may be required

Current Working with Children Check

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/