Position Description – Manager, WIL Operations

Position Details

Position Title: Manager, WIL Operations

College/Portfolio: College of Design and Social Context

School/Group: College Operations

Campus Location: Based at the City campus, however, will be required to work and/or be based at other campuses of the University.

Classification: HEW 9

Employment Type: Continuing

Time Fraction: 1.0 (flexible working arrangement requests will be considered)

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

About the College of Design and Social Context

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society. Comprised of eight schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience. We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice. Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice. The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally.

For more information see www.rmit.edu.au/dsc

Position Summary

Work Integrated Learning (WIL) plays a major role in supporting RMIT University's strategic goals to enhance student employability, increase graduate employment outcomes and ensure students are ready for life and work.

The Manager, WIL Operations leads the delivery of consistent, compliant, high quality, WIL administration across the College's 8 schools in Melbourne. This entails provision of specialist advice and related interpretation and review of RMIT academic policies and procedures; adherence to workplace health and safety requirements, including risk assessment and partner due diligence, and the application of quality and process improvement principles.

This Manager is a member of the College Student and Program Lifecycle leadership team and is required to work closely with academic leaders, the College's engagement, student and program lifecycle, and academic development groups.

Reporting Line

Reports to: Associate Director, Student and Program Lifecycle

Direct reports: 3

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide strategic leadership and direction on all matters relating to WIL operations.

- Ensure the alignment of College-wide services with any University wide WIL related models, principles and platforms, and the College's adoption of enterprise system and process improvements.

- Assess resource requirements to ensure appropriate service provision across internships, placements, and industry-partnered project activities.

- Build and manage collaborative, mutually beneficial relationships with key stakeholders in Schools and develop long-term stakeholder engagement to facilitate the sharing of knowledge and productive communication across varying work groups and multiple locations throughout the College and wider community.

- Provide leadership and direction in the implementation of University policies and procedures in the College and at partner locations as well as ensuring compliance with relevant regulatory bodies, accreditation standards and government legislation (for example: TEQSA, HESA, ESOS).

- Develop and maintain close working relationships both within the College and with the Education Portfolio to ensure proactive and responsive management of WIL services.

- Plan, lead and manage projects relating to continuous improvements in WIL operations, ensuring compliance with University policies and procedures and effective use of enterprise-supported systems.

- Prepare authoritative reports on matters related to WIL for various University and College committees and represent the College on WIL related committees and working parties.

Key Selection Criteria

1. Extensive experience and expertise in the University sector in a senior/ management role which required the exercise of a high level of independence and professional judgement.

2. High level knowledge of academic and student administration policies and procedures including experience in policy and process development, implementation and review.

3. Demonstrated high level of problem solving and analytical skills, the ability to think strategically and act tactically based on organizational objectives and priorities in a dynamic business environment.

4. Strong leadership skills and demonstrated ability to actively build and manage a service-focused academic administration team across multiple locations.

5. High level interpersonal and communication skills, including the ability to lead, direct and influence others, work as a member of a team, build and maintain effective and productive relationships with a wide range of internal and external groups, and deal effectively with conflicting requirements from diverse stakeholders.

6. Highly motivated and pro-active with a proven track record of successful change management, quality management and project management.

Qualifications

Relevant postgraduate qualification and/or extensive relevant experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working with Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	**Approved**:	Signature: Name: Title: Date: