



Position Description – Team Leader, WIL

Position Details

Position Title:	Team Leader, WIL
College/Portfolio:	College of Design and Social Context
School/Group:	School of Media and Communication
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	1.0

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>

College/Portfolio/Group

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society.

Comprised of nine 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]www.rmit.edu.au/dsc

School of Media and Communication

The School of Media and Communication pushes the boundaries of digital knowledge creation and future-focused practice. The School has a deep engagement with industry and the community that allows research and teaching to respond creatively and innovatively to global conditions.

In the most recent *QS Rankings by Subject*, RMIT was ranked 45th in the world for *Communications and Media Studies*.

The School is home to a vibrant community of practitioners, theorists and thinkers in communication, creative writing and publishing, screen, culture, digital ethnography, new media, journalism, public

relations, advertising and music industry. The School has a strong international focus set to drive careers to succeed in the global context with programs and courses offered in Melbourne, Vietnam and Singapore.

The School embraces agility and flexibility to drive a field that is always evolving with emerging specialisations and new roles in an increasingly changing world. Extending the reach for excellence, teaching spaces have been adapted to meet world-class standards.

Partnership with industry and the community ensures we keep abreast of changing industry needs and new technologies of teaching and learning, supporting students in moving fluently between the classroom, the studio and the workplace. Work integrated learning is just one way of many in which the mutual benefits of industry and community partnerships are realised, connecting students directly to real-world projects that result in tangible outcomes.

A multidisciplinary network of research endeavour brings together experts across disciplines. Adopting a creative, critical and playful attitude to research, celebrating disciplinary diversity and leading in the development of practice-led approaches.

For more information, visit www.rmit.edu.au/about/our-education/academic-schools/media-and-communication

School of Design

The School of Design is a School comprised of the disciplines of Industrial Design, Digital Design (including Animation & Interactive Media) and Communication Design.

The School builds on RMIT's leading national and international reputation in design education by creating a specific focus on emerging areas such as UX and service design, design strategy and virtual and augmented reality.

It comprises approximately 85 academic and 10 professional staff and over 2700 EFT undergraduate and postgraduate students with expectations of growth.

Position Summary

The Team Leader, WIL is responsible for ensuring the provision of services across media, communication and design disciplines. The role supports students, staff and partners in achieving work integrated learning outcomes and coordinates day to day operations. The role works collaboratively with Program Managers and WIL Course Coordinators to build an integrated model of WIL learning opportunities, improve processes and drive growth in student engagement with WIL.

The Team Leader, WIL provides support and direction for industry engagement and facilitates WIL opportunities for students at all stages of their programs of study, including internships, placements, partnered projects and associated industry and partnered L&T activities.

The Team Leader will perform the role of 2IC to the Manager, L&T Partnerships and WIL and will deputise for the Manager during periods of absence, and in relation to specific WIL initiatives.

Reporting Line

Reports to: Manager, L&T Partnerships and WIL

Direct reports: 2

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

1. Coordinate and administer high quality internships, partnered projects, programs and activities.
2. Implement efficient processes and undertake continuous quality improvement of WIL opportunities for media, communication and design students.
3. Lead the team of professional staff, ensuring effective and timely flow of information, staff induction, and professional development guidance; and maintain a harmonious service-oriented culture.
4. Ensure effective administrative liaison between students and host organisations and coordination of arrangements with prospective internship hosts.
5. Work closely with Program Managers, WIL Course Coordinators and administration teams to develop and implement effective communication strategies that engage, inform and recruit students into WIL programs.
6. Develop and deliver support, supervision, instruction and advice for students and staff in relation to WIL initiatives.
7. Develop and activate links with industry networks, boards, councils, and relevant government bodies in order to encourage and document opportunities for WIL provision.
8. Progress and develop internal and external WIL opportunities in association with media, communication and design disciplines.
9. Coordinate and communicate processes and guidelines in accordance with RMIT policies.
10. Coordinate the administration and integration of the University's WIL, employment and partnership systems and initiatives and contribute to College and University forums.
11. Perform the role of 2IC to the Manager, L&T Partnerships and WIL and deputise for the Manager during periods of absence, and in relation to specific partnership and WIL initiatives.

Key Selection Criteria

- Excellent knowledge and understanding of WIL administration.
- Highly developed client relations and interpersonal skills, including a demonstrated ability to deal effectively with a large and diverse range of stakeholders.
- Demonstrated capacity to plan and facilitate multiple projects in a challenging and complex environment.
- Demonstrated experience in devising, recommending and implementing changes and improvements to administrative procedures and functions.
- Proven initiative and ability to facilitate change processes and creatively resolve implementation issues.
- Demonstrated ability to think openly and develop effective solutions to problems.
- Highly developed digital literacy, including significant experience in using corporate databases and CRM systems.
- Demonstrated ability to lead a team and work cooperatively as a member of a team, with the ability to respond flexibly to changing needs.
- Experience in industry engagement and networking.

Qualifications

A relevant tertiary qualification and/or equivalent combination of knowledge, experience and education/training.

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:
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