

Position Description – WIL Officer

Position Details

Position Title:	WIL Officer
Position Number:	New
College/Portfolio:	STEMM College
School/Group:	STEMM College Office
Campus Location:	Based at the City or Bundoora campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 5
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 with more than 91,000 students and 11,000 staff globally. RMIT offers postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally focused graduates.

Culture

Our Values inspire us, wherever we are in the world, and guide how we live and work together.

Imagination. Agility. Courage. Passion. Impact. Inclusion.

What unites us is our purpose and our values; they are at the heart of who we are, what we stand for, how we make decisions and connect with each other.

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. RMIT exists to create transformative experiences for our students, getting them ready for life and work. You will be a part of a productive and collaborative team, who values working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices. www.rmit.edu.au

STEMM College

The STEMM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEMM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEMM College is a community of exceptional STEMM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEMM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

www.rmit.edu.au/seh

STEM College Office Professional Staff

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four Schools across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

The WIL Officer will be responsible for providing academic and student support for Work Integrated Learning in the College of Science Engineering and Health. The role will carry out regular monitoring of WIL programs, respond to student queries, communicate with relevant professionals in industry and maintain relevant University databases.

This role may occasionally be required to work non-standard hours to meet critical deadlines and leave restriction may apply during peak periods.

Reporting Line

Reports to: WIL Manager

Direct reports: 0.

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, compliance with the RMIT Code of Conduct and compliance policies.

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

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT’s values.
- Provide efficient and effective client-focused academic and student support for Work Integrated Learning in the College. This will include maintaining quality systems which ensure compliance with the University’s quality assurance policy.
- Maintain communication with relevant professionals in Industry to assist in the development of new placements.
- Provide administrative support to students undertaking WIL, responding to individual queries and ensuring their compliance for pre-requisites.
- Meet regularly with academics to discuss WIL programs and issues within the context of work integrated learning, clinical courses, project placements and fieldwork courses to ensure continuous improvement.
- Allocate students to placements via the relevant University systems ensuring the students meet any compliance standards.
- Assist with the co-ordination and development of training.
- Assist other teams across the portfolio and College as required within the scope of this classification

Key Selection Criteria

- 1 Strong communication, relationship-building and negotiation skills, with the ability to work collegiately with academic and professional staff, students, and external clients from diverse cultural backgrounds.
- 2 Demonstrated ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding high-volume environment with excellent attention to detail and commitment to quality assurance
- 3 Demonstrated ability to follow established procedures with limited supervision.
- 4 Demonstrated ability to interpret and apply complex rules and handle sensitive matters confidentially.
- 5 Proven ability to organise and prioritise tasks, work to deadlines and manage multiple tasks.
- 6 Demonstrated proficiency in computer software packages with effectiveness, accuracy and attention to detail and an ability to learn new skills.

Qualifications

Relevant experience. A valid Working with Children Check and police check are mandatory.

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