



POSITION DESCRIPTION

Position	Work Integrated Learning (WIL) Manager		
Position Number	1349I09	Level/ Classification:	HEW0809
Reports to	Director Learning, Teaching and Technology		
Unit	Learning, Teaching and Technology		
Directorate	Education and Equity		
Positions Supervised	2		

Position Purpose

The Work Integrated Learning (WIL) Manager is accountable for leading the program of support for WIL activities on behalf of the University, ensuring appropriate support and delivery for students, academics and industry partners. The position will lead and contribute to the development of strategic programs and resources to promote and raise the profile of WIL in the context of the University's Students and Education Plan and the Employability Strategy.

About Murdoch University

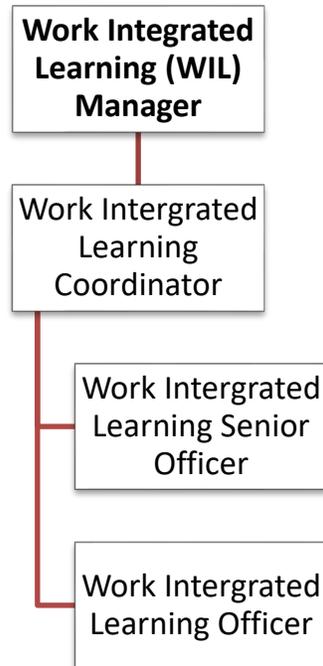
Murdoch University helps people discover how to make a difference, through education and research endeavour, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

Reporting Relationships



Key Responsibilities / Duties

1. Identify, develop, and maintain strategic relationships with business, industry, community, and government in conjunction with relevant University stakeholders to build relationships with future employers and placement providers and develop new WIL opportunities.
2. In conjunction with the DVC Education and Equity portfolio, develop strategic programs and initiatives across the WIL function to improve learning opportunities and enhance the student experience, with a focus on implementation of the Employability Strategy and the National Priorities Industry Linkages Fund.
3. Provide leadership and direction to the WIL team, handling escalated queries and providing advice and support where required, including through the CDR process.
4. Develop and oversee the implementation of systems and processes to ensure the provision of timely responses to WIL enquiries from workplace supervisors, University staff and students, including use of digital communication platforms.
5. Consult with academic groups and key colleagues to promote and ensure the quality of WIL activities by providing advice on benefits, models, practices, benchmarking, and research.
6. Oversee the implementation of University policies and guidelines related to WIL and advise on changes that may be required.
7. Embody the University's values within and beyond the University, building equality and diversity and encouraging social responsibility.
8. Support the delivery of an engaging student experience of which excellence in research and quality education are fundamental, aligning to University objectives.
9. Support and promote compliance with relevant legislation and University policies and procedures, including reporting and managing risk through the appropriate channels and activities, equity and health & safety and exhibit good practice in relation to same.
10. Participate on committees and working parties related to the University and the Colleges as required.
11. Lead and direct a work environment of continuous review and improvement of business practices, operational processes, and service provision.
12. Work as part of the Learning, Teaching and Technology leadership team to develop our staff through recruitment, fostering a culture of teamwork, ensuring adequate staff

- feedback and development programs are in place for all staff.
13. Build, lead and maintain a strong collaborative performance culture within and across teams, developing a working environment that drives respect, facilitates staff innovation, and encourages creativity and drives outcomes.
 14. Actively promote cultural change and support new ways of working and continuous improvement to provide a high quality, professional, consistent, and cohesive service. This includes working collaboratively and communicating proactively; understanding the needs of, and eliciting and monitoring feedback from our stakeholders; and identifying and delivering developments and innovations to enhance service delivery and student's experience.
 15. Any other responsibilities in line with the level of the role as assigned by the Director Learning, Teaching and Technology.

Selection Criteria

Essential

1. Completion of a tertiary qualification with extensive leadership experience and proven expertise, or an equivalent combination of relevant experience and/or education/training.
2. Experience in people leadership, development, engagement, and management, with the demonstrated skills to coach, motivate, inspire, and mobilise teams to create a positive workplace culture and deliver quality outcomes.
3. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with students and staff at all levels of the organisation.
4. Experience in successfully coordinating and managing a partnership program in a complex organisation particularly a higher education institution.
5. Demonstrated ability to identify strategic approaches and generate and implement operational plans to meet strategic outcomes.
6. Proven ability to establish and maintain successful partnerships with internal and external stakeholders.
7. Demonstrated high level of proficiency to innovate and utilise systems and technologies to enhance student, staff, and supervisor experience and in the production of high-level work using software such as Microsoft Office and placement applications (e.g., SONIA) and specified University software programs.
8. Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
9. Demonstrated ability to use initiative, assume responsibility and resolve problems, with the ability to navigate through ambiguity, risk, and complexity.
10. A commitment to equity and social justice principles.

Desirable

1. Previous experience in a similar role in higher education sector or exposure to relevant industry networks.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Procedure
2. Ability to work outside of normal office hours when required.
3. Australian residency or possession of a valid visa with work entitlement in Australia.

Guiding Principles and Values / Code of Ethics and Code of Conduct

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.