

# Placement to Employment Lead

## HEP Level 8

<b>POSITION NUMBER</b>	Insert 000000
<b>ORGANISATIONAL UNIT</b>	Careers Education and Employment
<b>POSITION REPORTS TO</b>	Manager, Career Development Learning
<b>OVERALL PURPOSE</b>	The overall purpose of the Placement to Employment Lead is to design, implement and manage a university-wide Placement to Employment program that supports students before, during, and after placement, enhancing their transition to employment. This role collaborates closely with college-based work-integrated learning (WIL) teams and the VU Careers Hub to deliver integrated, strategic support that bridges placement and student employability.
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<p><b>Within the University the position:</b></p> <ul style="list-style-type: none"> <li>works closely with the members of the Careers Education &amp; Employment Department</li> <li>works with all student support services, colleges, WIL Coordinators, student groups and other key stakeholders</li> <li>may supervise the Careers Consultants in relation to supporting VU students before, during, and after placement, enhancing their transition to employment.</li> <li>works across campuses as required</li> </ul> <p><b>Outside the University the position liaises with:</b></p> <ul style="list-style-type: none"> <li>a broad range of employers, alumni and industry groups</li> </ul>
<b>LOCATION/CAMPUS</b>	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

### KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

## ORGANISATIONAL UNIT

The Career Education and Employment department sits within the Digital Transformation & Quality Learning (DTQL) unit and has responsibility for supporting HE and TAFE students to gain career readiness skills and relevant work experience that enables employment success. The broader DTQL unit is responsible for developing strategic directions in digital learning, cross sector learning design, the use of educational technologies and leads the direction of Wyndham and Brimbank Tech Schools.

## MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Lead the design and implementation of the Placement to Employment program, aligning support to pre-, during-, and post-placement stages of the student journey.
- ◆ Collaborate with WIL teams, Career Education staff, and other stakeholders to embed job-readiness and employability outcomes into placement experiences.
- ◆ Coordinate the development of scalable resources and activities that prepare students for placement and help translate those experiences into employment pathways.
- ◆ Design and deliver workshops, presentations, and communications that position placement as a key step toward employment and build student confidence in the job market.
- ◆ Evaluate program effectiveness using data and feedback and apply insights to drive continuous improvement and alignment with institutional priorities.
- ◆ Contribute to other key strategic projects within the Career Education and Employment portfolio that improve service delivery, student outcomes, and stakeholder engagement.
- ◆ Enhance cross-functional collaboration across the Career Education and Employment team, fostering alignment and continuous improvement in career services, employer engagement, and systems integration.
- ◆ Represent the service in internal and external forums, building relationships with colleges, student services, industry, and other stakeholders to embed career and employment initiatives across the university.
- ◆ Analyse and interpret data to inform planning, evaluate impact, and support strategic reporting and decision-making across career development, student outcomes, and service performance.

## TYPICAL/MAJOR CHALLENGES

- ◆ **Coordinating** across multiple stakeholders with differing timelines and priorities
- ◆ **Responding** to varied student needs in a scalable, inclusive way
- ◆ **Evaluating impact** using both quantitative and qualitative methods

## LEVEL OF SUPERVISION

Operates under broad direction from the Manager, Career Development Learning and may be required to manage other administrative, technical and/or professional staff.

## PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Strong understanding of WIL frameworks and placement models in tertiary education
- ◆ Knowledge of employability development and the student/graduate labour market
- ◆ Understanding of higher education structures and student support systems
- ◆ Multi-sector perspective and understanding of key issues in TAFE and HE.

## KEY SELECTION CRITERIA

### Essential

1. Knowledge or Training equivalent to: Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience, or an equivalent combination of relevant experience and/or education.
2. Proven depth of knowledge of placement / WIL frameworks and student employability, with demonstrated success designing, delivering and continuously improving related programs and services.
3. Advanced ability to research, analyse and interpret data, and prepare high-quality communications that influence future decision-making, drives positive change and improves WIL experiences and employment outcomes.
4. Strong understanding of career development, employability, and student/graduate employment, including current digital trends and student engagement challenges.
5. Ability to design and deliver impactful initiatives, showing initiative, creativity, and strategic alignment, supported data analytics, feedback, and evaluation.
6. Excellent interpersonal, organisational, and stakeholder engagement skills, with the ability to build strong relationships, manage competing priorities, and produce high-quality reports and insights.
7. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

### Desirable

8. Completion of Career Industry Council of Australia (CICA) [endorsed qualification](#)

# Organisational Chart: Career Education & Employment

