

Workplace Learning Administrator HEP Level 6

POSITION NUMBER	951542
ORGANISATIONAL UNIT	Victoria University Business School (VUBS)
POSITION REPORTS TO	Workplace Learning Manager
OVERALL PURPOSE	The overall purpose of the VUBS Workplace Learning Administrator is to provide high level administrative and project support to the Work Integrated Learning (WIL) team. This role will involve interactions with students, industry, a third party placement provider and academic staff to ensure workplace learning experiences are managed efficiently and effectively.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> works under the supervision of the Workplace Learning Manager to assist in administrative tasks related to the placement of students. maintains WIL Inplace system and databases for internships and industry engagement for VUBS. assists in the coordination of in class industry speakers and other VUBS career events. works closely with students to ensure they understand their obligations for their industry placement. <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> Industry partners and other business organisations providing student placement and other learning opportunities.
LOCATION/CAMPUS	The position is currently located at the City Tower 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.

People and Culture use only

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 campuses in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Almost 43,000 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 Victoria University Business School (VUBS) is committed to ensuring that our graduates are globally aware, socially responsible leaders, able to deal with the challenges of a fast-changing world, and make a positive difference for their organisations, their communities, and the world. We are deepening and strengthening our industry partnerships to achieve our vision to be the most industry-connected Business School in Australia. The position is based at our City Tower building in Melbourne's CBD. Travel outside the University may be necessary, and there may be a need to attend functions outside of normal working hours. This role will work closely with the University's central Work Integrated Learning systems team and will be required to ensure VUBS processes operate within relevant policies and procedures.

MAJOR TASKS AND ACCOUNTABILITIES

In performing the following duties the incumbent is required to comply with quality assurance policies and procedures, and other relevant legislative requirements applicable to the University.

- ◆ Provides high level administrative and project support for the WIL team including record keeping of WIL compliance documentation.
- ◆ Prepares and distributes monthly reports and contributes to the development of PowerPoint presentations.
- ◆ Provides factual and accurate information and be the first point of contact for students, industry and staff enquiring about WIL Programs.
- ◆ Ensures students are aware of their placement responsibilities and are sufficiently prepared for their work placement.
- ◆ Ensures all WIL placement paperwork has been issued, completed and returned by students, third-party placement provider and employers and that compliance is met in accordance with Fair Work legislation or any other industrial instrument, policy or procedure.
- ◆ Manage and maintain the WIL InPlace platform for VUBS including the processing of student placements, maintenance of records and generation of reports in accordance with VU policies and procedures.
- ◆ Collaborates effectively with the central WIL System team to identify InPlace system issues and staying informed of system upgrades.
- ◆ Maintain, review and update WIL information on the WIL VU Collaborate space.
- ◆ Responsible for maintaining the WIL industry and student databases that capture industry engagement activities, student WIL eligibility and placement activity.

- ◆ Prepares weekly email communication to VUBS students to promote WIL placement opportunities.
- ◆ Advocates and promotes WIL to students in-person, online, in classrooms and at the WIL drop-in centre.
- ◆ Support with the organisation of industry guest speakers and coordinating VUBS career events.
- ◆ Implement and apply relevant and applicable policies and procedures to ensure the provision of effective and efficient administrative and project support services to the team.

TYPICAL/MAJOR CHALLENGES

- ◆ High level of judgement, initiative and independence in liaising closely with stakeholders, in particular to achieve project deliverables.
- ◆ Managing multiple work tasks in a demanding environment and complete tasks within specified timeframes.
- ◆ Maintaining a proactive approach to creating and maintaining connections, networks and working relationships with key external stakeholders.
- ◆ Working effectively in a changing environment that calls for resourcefulness, initiative and responsiveness to new opportunities.
- ◆ Operating within and operationalises University policies, procedures and guidelines.
- ◆ Works collaboratively with others to ensure consistency of project advice and solutions.
- ◆ Proactively resolving project issues (within clearly specified parameters) within their area of operation.

LEVEL OF SUPERVISION

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

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Experience in providing high level organisational and administrative support to meet deliverables.
- ◆ Knowledge and understanding of policies, regulations and procedures of relevant University and government departments relating to their area of responsibility.
- ◆ Requires dual sector perspective and understanding of TAFE and HE.
- ◆ Knowledge and experience of MS Suite including Word, PowerPoint and Excel.
- ◆ Aptitude or ability to work with relevant University systems and databases.
- ◆ Strong written and verbal communication skills, including problem-solving skills with an emphasis on stakeholder engagement.
- ◆ Ability to work effectively and collaboratively with academic and professional staff both within VUBS and within the University.

- ◆ Knowledge of all relevant OHS, Fair Work, insurance and other regulatory requirements relating to industry placements.

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training Equivalent to: Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in a similar role where high level organisational and administrative skills are required.
3. Ability to prepare clear and concise written communications (such as briefs, letters, emails and reports) that are well-structured, accurate and fit for purpose.
4. Experience in establishing and maintaining relationships with people at all levels and building trust through consistent actions, values and communications.
5. Highly developed skills in all aspects of word processing packages including Microsoft Word, Excel, PowerPoint and Outlook, together with the skill base to quickly gain a working knowledge of any University based online system.
6. Demonstrated ability to work cooperatively and effectively as part of a team, together with the capability to work alone/independently and meet the position objectives.
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:

1. Demonstrated experience in higher education administration.
2. Experience supporting Work Integrated Learning programs.
3. Experience in using Student One, VU Collaborate and InPlace.
4. Previous event planning and coordination experience.