

Director, Work Integrated Learning (WIL) and Placements

HEP Level 10

POSITION NUMBER	966916
ORGANISATIONAL UNIT	Tertiary Education Portfolio
POSITION REPORTS TO	Senior Deputy Vice-Chancellor and Chief Academic Officer
OVERALL PURPOSE	The Director, Work Integrated Learning (WIL) and Placements is responsible for providing strategic leadership, governance, and institutional oversight of Work-Integrated Learning (WIL) and placements across the University. The role will lead the design and implementation of a contemporary, risk-informed operating model to strengthen compliance, governance, and consistency of WIL and placements across higher education and vocational education. This model will establish centralised digital governance and systems while enabling localised, discipline specific delivery. This position will ensure that placements and WIL programs meet legislative, regulatory, and accreditation requirements, mitigate institutional risk, and enhance the student and partner experience through improved systems, processes, and governance frameworks.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	Within the University the position: - Provides strategic leadership and oversight of WIL and placements governance, risk management, and compliance at an institutional level. - Works collaboratively with Colleges, central services, and executive stakeholders to design and implement a hub-and-spoke operating model for WIL and placements. - Leads institutional frameworks for roles, responsibilities, escalation pathways, and decision-making. - Oversees development of policies, procedures, and principles-based approaches to WIL and placements governance. - Engages with senior leadership, including Executive Deans, academic leaders, and central service directors. Outside the University the position liaises with - Regulatory bodies. - Placement providers and strategic industry partners. - Government agencies and external stakeholders relevant to WIL and placements. - Sector networks and benchmarking bodies.
LOCATION/CAMPUS	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.

ORGANISATIONAL ENVIRONMENT

In 2018, VU boldly introduced an innovative pedagogic and curriculum approach: the VU Block Model®. This, along with the VU First Year College®, has redefined the VU student experience and has been one of the most transformative innovations in the Australian higher education sector over the past decade. VU is one of only six Australian universities to proudly offer both Higher Education and TAFE.

VU has nation-leading participation and success rates for students from an equity background, with almost half of VU students being the first in their family to attend University.

VU is renowned for its areas of research specialisation, including Sports and Exercise Science (ranked 7th in the world) as well as Policy Studies; Water Research; Green Research Translation; Immunology; and Early Childhood Education. The University ranks 70th in the Times Higher Education (THE) Young University Rankings.

Victoria University's **Strategic Plan 2022–2030** builds on these strengths, with a clear purpose and vision to shape its future success.

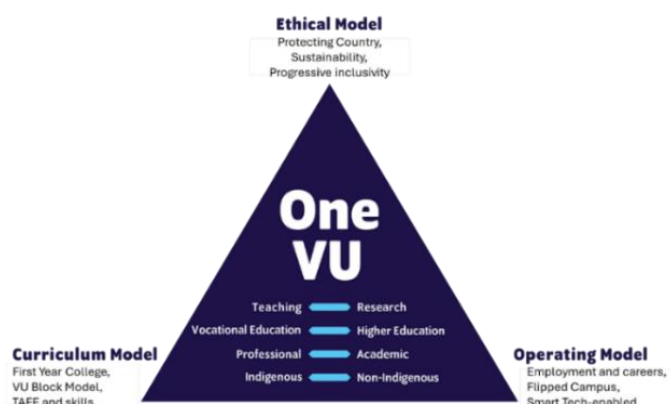
Purpose

We are of Melbourne's west and of the world – championing progressive and excellent education, impactful research, meaningful industry engagement, and a deep commitment to Protecting Country.

Vision

To be one of the leading impact-driven universities in the world by 2030.

One VU



Strategic Drivers

To achieve its vision, VU has five strategic drivers:

1. Learner-centred for Life
2. Partnering with Principle
3. Maximising Research with Impact
4. Protecting Country
5. A Thriving Place to Study and Work.

The University provides educational opportunities to over 52,000 students, including around 12,000 international students both in Australia and overseas. VU has campuses across Melbourne's western suburbs and in the heart of Melbourne's CBD, including the VU City Campus – the tallest vertical campus in Australia – launched in 2022. International students can choose to study at VU in Melbourne, VU Sydney, VU Brisbane, VU India (opening in late 2026) or partner institutions overseas.

Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

The University is a Child Safe organisation. The incumbent in this role will be required to hold a current Working with Children Check (WWCC).

ORGANISATIONAL UNIT

The Director, Work Integrated Learning (WIL) and Placements will join the Tertiary Education Portfolio and work closely with Colleges, professional services and senior leaders across the University. The team is focused on strengthening the quality, consistency and effectiveness of WIL and placement experiences while ensuring compliance, governance excellence and strong industry partnerships. Through a collaborative, university-wide approach, the team supports students to gain valuable real-world learning opportunities that enhance employability and professional readiness.

MAJOR TASKS AND ACCOUNTABILITIES

Strategic Leadership and Operating Model

- ◆ Lead the design and implementation of a university-wide WIL and placements operating model, including a centralised “hub” function that provides systems, risk, and compliance governance to support embedded discipline-based delivery teams.

- ◆ Drive alignment with institutional strategy and regulatory obligations.
- ◆ Provide thought leadership on sustainable, scalable WIL and placements delivery models across a dual-sector environment.

Governance, Risk and Compliance

- ◆ Establish and oversee governance frameworks, including decision-making, accountability, and escalation pathways.
- ◆ Provide institutional oversight of risks associated with WIL and placements, including legal, regulatory, student safety, and reputational risk.
- ◆ Lead development and implementation of compliance monitoring, assurance activities, and reporting frameworks.
- ◆ Ensure alignment with legislative frameworks, standards, and accreditation requirements.

Policy, Systems and Process Improvement

- ◆ Lead development of a principles-based WIL and placements framework to enable consistency while supporting discipline-specific needs.
- ◆ Oversee policy and procedural uplift to improve clarity, consistency, and compliance.
- ◆ Drive system and process improvements to address fragmentation, inefficiencies, and inconsistent data practices, leading the optimisation of enterprise placement systems to establish an institutional single source of truth for data visibility and reporting.
- ◆ Ensure establishment of centralised contract management and documentation frameworks.

Stakeholder Engagement and Institutional Coordination

- ◆ Build and maintain strong relationships with Colleges, central services, and external partners.
- ◆ Lead cross-functional collaboration to ensure consistent and high-quality placement delivery.
- ◆ Facilitate institutional forums (e.g. WIL Steering Committee, WIL Network) to drive continuous improvement.

Resourcing and Capability Development

- ◆ Lead strategic workforce and capability planning for WIL and placements across the University.
- ◆ Address key-person dependencies and support development of sustainable resourcing models.
- ◆ Define capability requirements and support professional development pathways for staff involved in WIL and placements delivery.

Continuous Improvement and Implementation

- ◆ Oversee implementation of WIL and placements reform program and roadmap across multiple phases.
- ◆ Establish monitoring, evaluation, and continuous improvement processes.
- ◆ Drive cultural change and adoption of new governance and operating models.

LEVEL OF SUPERVISION

- ◆ Operates under broad direction from **Senior Deputy Vice-Chancellor and Chief Academic Officer** and will be required to manage other administrative, technical and/or professional staff.

TYPICAL/MAJOR CHALLENGES

- ◆ Leading transformation in a complex, dual-sector environment with diverse regulatory and operational requirements.
- ◆ Addressing fragmented systems, inconsistent processes, and unclear governance frameworks across multiple Colleges.
- ◆ Configuring and integrating systems to align with the delivery structures and sequencing of the VU Block Model.
- ◆ Managing institutional risk in relation to student safety, compliance, and accreditation.
- ◆ Balancing centralisation of data, compliance, and systems with discipline-specific flexibility and localised relationship management in WIL and placement delivery.
- ◆ Navigating organisational change and stakeholder alignment across a large and distributed workforce.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Extensive knowledge of higher education regulatory environments, including quality assurance and compliance requirements.
- ◆ Deep understanding of governance frameworks, risk management, and program delivery in complex organisations.
- ◆ Demonstrated expertise in designing and implementing operating models, systems, and process improvements.
- ◆ Strong understanding of WIL, placements, or student experience initiatives in higher education (desirable).
- ◆ Knowledge of enterprise systems, data management, and reporting frameworks relevant to WIL and placement operations.

KEY SELECTION CRITERIA

Essential:

1. Knowledge or training equivalent to: Proven expertise in the management of significant human and material resources; in addition to, in some areas postgraduate qualifications and extensive relevant experience.
2. Demonstrated senior leadership experience in governance, compliance, or large-scale program delivery within a complex organisation.
3. Proven ability to design and implement operating models, governance frameworks, and organisational reforms.

4. Extensive experience in risk management, regulatory compliance, and assurance activities.
5. Strong stakeholder engagement and influencing capability at executive and organisational levels.
6. Demonstrated ability to lead cross-functional teams and drive organisational change.
7. Exceptional analytical, strategic thinking, and problem-solving skills.
8. High-level communication skills, including the ability to present to executive audiences and external stakeholders.
9. Experience in tertiary education or a similarly regulated environment.
10. Demonstrated ability to identify, assess, prioritise and control the OH&S risks arising from the area's operations and to manage a safe system of work.

Desirable:

1. Experience in WIL, placements, or student experience initiatives.
2. Experience engaging with regulators such as TEQSA, ASQA or other regulatory bodies.

Pre-Employment Requirement:

- ◆ Provision of evidence of a valid Working with Children Check
- ◆ Evidence of eligibility to work in Australia including evidence that any required immigration visas have been obtained
- ◆ All VU Employees must provide responses to the University's Gender Base Violence Pre-screening Questionnaire