

## Position Description – Work Integrated Learning Team Leader

Updated 31/01/2024

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Curriculum Impact
Supervisor (Title)	Manager, Graduate Career Readiness
Classification	Higher Education Officer Level 7
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>Working under broad direction, the Work Integrated Learning (WIL) Team Leader is responsible for providing operational leadership of support services delivered within the College WIL programs.</p> <p>The incumbent will work in conjunction with the Manager, Graduate Career Readiness and other WIL Team Leaders to ensure quality assured processes are delivered in line with University and professional accrediting bodies in relation to WIL, and students are provided with effectual operational support before, during and after completion of the WIL experience.</p> <p>The position will develop and maintain a positive and inclusive culture through leadership of their team, and collaboration with College and Portfolio stakeholders, ensuring the delivery of high-quality support service.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University <a href="#">COVID-19 Vaccination Policy (2022)</a>. If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

### KEY POSITION RESPONSIBILITIES

The Work Integrated Learning Team Leader is responsible for:

1. Delivering and maintaining the College's WIL program, including the global mobility program, whilst ensuring the provision of high quality and effective WIL services to students, external stakeholders and the College.
2. Supervising WIL Support Officers within the College-aligned teams, including mentoring and managing their performance, work allocation and ongoing development.
3. Ensuring operational effectiveness and enabling the development of a healthy, positive and collaborative culture across the WIL Support and broader Graduate Career Readiness teams.
4. Coordinating the College-aligned WIL Teams' effective, accurate, and consistent use of the University's Placement Management System, and other technologies, to support the delivery, reporting and evaluation of WIL.
5. Collaborating with other University stakeholders to ensure a coordinated and professional approach to delivery of services and high-quality student experiences.
6. Assisting the Manager, Graduate Career Readiness and other College WIL Team Leaders to develop, implement and continuously improve procedures, processes and guidelines that comply with University policies, relevant legislative and professional accreditation/industry requirements relating to the administration of the WIL program.
7. Developing, evaluating and maintaining relationships with government and non-government agencies and industry partners to increase WIL opportunities, including responding proactively to challenges as they arise.
8. Delivering regular reports, analysis and advice to the Manager, Graduate Career Readiness and the College relating to the operational performance of WIL programs.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Tertiary qualifications in related field and/or significant relevant experience, or an equivalent combination of experience, education and training.
- Demonstrated ability to work under broad direction and exercise significant to high-level initiative and judgement.
- Demonstrated well-developed to high-level skills in leading and managing teams, and the ability to manage staff performance and development and maintain a positive and inclusive team culture.
- Demonstrated general to broad knowledge and extensive professional experience in in the design, delivery and evaluation of WIL programs, in line with university policy and professional accrediting bodies' requirements.
- Demonstrated well-developed to high level liaison and negotiation skills, including demonstrated ability to consult, coordinate and work effectively with students, staff and external bodies.
- Demonstrated ability to develop strategies, procedures and work practices to deliver high quality, efficient and effective services and outcomes.
- Demonstrated ability to collect, compile, and analyse data using university systems to evaluate and improve operational performance.
- Well-developed to high level of administrative and organisational skills with a demonstrated ability to prioritise work and meet deadlines.