



Position Description – Operations Senior Officer Work Integrated Learning (WIL)

Position Details

Position Title: Operations Senior Officer Work Integrated Learning (WIL)

College/Portfolio: STEM College

School/Group: Stem College Office

Campus Location: Primarily based at Bundoora campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6

Time Fraction: 1.0

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Work Integrated Learning (WIL) Manager

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four School across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program Lifecycle & Governance
- Business Development & Partnerships

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross skill, engage in professional development and develop their own career paths.

Position Summary

The Operations Senior Officer (WIL) will provide a pivotal role within the STEM College Work Integrated Learning (WIL) Team. Under the direction of the WIL Manager, the Operations Senior Officer (WIL) will coordinate and drive operational and administrative activities. Key tasks will include managing student scholarships, processing invoices, conducting annual documentation reviews, assisting with WIL reporting and maintaining key digital platforms such as Sharepoint and Smartsheets.

The position requires a detail-oriented, proactive and highly organised individual who can effectively coordinate projects, ensure the smooth operation of digital platforms and support the financial aspects of scholarship management and invoicing. The ideal candidate will have a strong ability to collaborate with various stakeholders to enhance the efficiency and effectiveness of the WIL team's business operations.

Key Accountabilities

- Administer and facilitate the processing of scholarship payments to students, including identification of eligibility, liaison with key stakeholders and ensuring timely processing.
- Prepare, issue and track invoices related to paid clinical placements, ensuring timely processing of payments and resolution of any discrepancies, liaising with relevant key stakeholders.
- Maintain accurate record-keeping and compliance with relevant policies relating to scholarships and invoicing.
- Manage and maintain the student Sharepoint sites and other digital platforms used by the STEM WIL Team, and undertaking annual review of student facing documentation.
- Under the direction of the WIL Manager, implement system improvements to enhance efficiency and provide support to team members.
- Develop, coordinate and monitor relevant project timelines, deliverables and milestones and preparation of reports.
- Collaborate with internal stakeholders to ensure the accurate collection of WIL data/information to be utilised for student communications, ensuring currency and alignment with relevant policies, procedures and legislation.
- Other duties as directed by the STEM WIL Manager.

Key Selection Criteria

1. Demonstrated experience in financial administration, including the processing of scholarship payments and tracking of invoices. This includes identifying eligibility, liaising with key stakeholders, ensuring timely processing and resolving any discrepancies.
2. Proven ability to maintain accurate records and ensure compliance with relevant policies and procedures. This involves high level attention to detail and a commitment to quality assurance in all administrative tasks.
3. Proficiency in computer software packages, including Smartsheets, Power BI, and Office 365. This includes the ability to effectively understand and utilise these tools to manage projects and analyse data.
4. Demonstrated experience in managing digital platforms, such as SharePoint, and conducting regular reviews of student-facing documentation. This includes maintaining and updating digital content to ensure it is current and aligned with relevant policies.
5. Strong project management skills, including the ability to develop, coordinate, and monitor project timelines, deliverables, and milestones. This also involves preparing comprehensive reports and ensuring projects are completed on time and within scope.
6. Experience in collaborating with internal stakeholders to ensure the accurate collection of Work Integrated Learning (WIL) data and information. This includes ensuring that all data is current and aligns with relevant policies, procedures, and legislation.
7. Ability to adapt to changing priorities and work effectively in a dynamic, high-volume environment. This includes managing multiple projects simultaneously and meeting tight deadlines under broad direction from the WIL Manager.
8. Proven ability to work independently and as part of a team.

Qualifications

A degree in a relevant discipline and/or at least two years of experience at a similar level.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.