



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

### Position Details

---

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

**College/Portfolio:** STEM College      **School/Group:** College Operations

**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:** Continuing

**Reporting Line:** Coordinator, Work Integrated Learning

### 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 & Governance
- WIL & Engagement

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 WIL Senior Officer, will be responsible for providing a wide range of administrative and client service support to source and allocate appropriate WIL placement activities for courses delivered within the STEM College.

Working within a squad that supports specific Disciplines, the role will be part of a team that is continually evolving its ways of working. Embracing change, adopting new approaches, and contributing ideas for improvement are important aspects of this role, helping the team operate efficiently and cohesively.

The role involves coordinating stakeholders, sourcing placements, responding to student enquiries, verifying pre placement requirements, maintaining data within the student CRM database, and completing associated administrative tasks that supports end-to-end WIL management. The WIL Senior Officer will also contribute to reviewing administrative practices and driving continuous improvement of WIL processes, all while fostering a supportive and collaborative team environment.

This role may be required to occasionally work non standard hours to meet critical deadlines, and leave restrictions apply during peak periods.

## Key Accountabilities

---

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Provide efficient and effective client-focused academic and student support for Work Integrated Learning in the College, including the development and maintenance of quality systems that ensure compliance with the University's quality assurance policy.
- Identify and liaise with relevant professionals in STEM industries to assist in the development of new placements.
- Provide administrative support to students undertaking WIL, responding to individual enquiries and ensuring preplacement compliance checks are met according to requirements.
- Review existing practices and systems; develop proposals and support the implementation of new ways of working within the College's WIL and Engagement portfolio.
- Liaise regularly with academics to ensure WIL processes are maintained and to ensure allocation of students to placements via the relevant University systems is timely and in line with requirements.
- Monitor processes and systems as well as audit and evaluate WIL data such as qualitative feedback.
- Support the co-ordination and development of training and process consistency in conjunction with the WIL Senior Coordinators.
- Assist other teams across the portfolio and College as required within the scope of this classification.

## Key Selection Criteria

---

- Demonstrated communication, relationship building and negotiation skills, with the ability to work collegially with academic and professional staff, students, and external partners from diverse backgrounds.
- Demonstrated experience in delivering high quality professional administrative services (experience in WIL is advantageous).
- Strong analytical and conceptual skills, with the ability to work independently, think creatively, exercise judgement, and contribute to business improvements.
- Ability to work collaboratively within a squad based model, contributing to shared objectives and supporting colleagues during high volume periods.
- Proven ability to organise and prioritise tasks, meet tight deadlines, and adapt to changing demands.
- Demonstrated initiative and the ability to work effectively in a fast paced, high volume environment, with excellent attention to detail and a commitment to quality.
- High proficiency in a range of software applications, with strong accuracy and a willingness to learn new systems and tools.

## Qualifications

---

Relevant qualifications and/or relevant industry experience

## **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.