



Position Description – WIL Partnerships Coordinator

Position Details

Position Title:	Coordinator, Work Integrated Learning Partnerships
College/Portfolio:	College of Business and Law
School/Group:	Students & Projects
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

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

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

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

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

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

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

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

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

College of Business and Law

RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research informed by industry, which supports its strong position as a College at the intersection of business and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

As one of the largest Business Schools in the Asia Pacific region, the College is comprised of five schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Degree to PHD levels.

The College's Business and Law programs are delivered in Melbourne as well as through RMIT Online, with its Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and delivers programs to over 26,000 students

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: <https://www.rmit.edu.au/about/schools-colleges/college-of-business-and-law>

Position Summary

The Coordinator Work Integrated Learning (WIL) Partnerships is responsible for building on and strengthening the College's engagement strategy to positively impact on WIL opportunities, including internships and partnered projects. Engagement will drive an increase in the number and variety of opportunities available for students including solid pipelines for ongoing partnerships.

The role will build strong working relationships with industry professionals, College and University staff to source and strengthen quality WIL placements to align with WIL programs, courses and disciplines.

This role will also develop and grow HDR Internship Partnerships for the College, working closely with relevant stakeholders.

Working collaboratively with the Senior Coordinator, Work Integrated Learning, WIL Academics and the Strategic Industry Engagement team the Coordinator WIL Partnerships will develop, support and implement a strategy for effective industry engagement for the College that creates strong lead generation and pipelines for future and ongoing WIL activities.

The Coordinator WIL Partnerships will actively liaise with relevant internal teams to support relevant WIL and industry engagement events, including the development of marketing materials for external outreach.

This role will actively contribute to building a positive and high performing team culture and seek continuous improvement of processes and systems, including enhanced risk mitigation.

Reporting Line

Reports to: Senior Coordinator, WIL

Direct reports: 0

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Develop and implement the College's WIL engagement strategy focusing on increasing high quality WIL activity at scale including internships and projects
- Work closely with relevant internal and external stakeholders to build and grow HDR Internship Partnerships and opportunities including developing a strategy for on-going partnerships
- Identify and build strong working relationships with relevant industry professionals, University and College staff to grow and strengthen WIL activity across all programs and locations
- Improve processes and systems including regular reporting of engagement activities
- Coordinate industry participation in WIL courses including sourcing of industry speakers, partners for projects and other key activities by working closely with academic staff
- Coordinate and ensure a robust process for the case management of complex industry queries
- Provide specialist advice to industry and university stakeholders in regards to WIL
- Provide input and support to relevant College industry events
- Contribute in building and maintaining a positive working culture including developing the team's knowledge and technical skills and mentoring team member/s
- This role may be required to work non-standard hours to support WIL engagements. Leave restrictions may apply during peak periods
- Assist other teams across the portfolio and College as required within the scope of this classification

Key Selection Criteria

1. Demonstrated ability to build and retain relationships with industry professionals with a focus on promoting Work Integrated Learning or student programs
2. Demonstrated strong communication, relationship building and negotiation skills to work collaboratively with academic and professional staff, students and external clients from diverse backgrounds
3. Demonstrated ability to think strategically, develop and implement effective and improved processes Understanding and knowledge of the industry sectors related to Business and Law programs and their relation to Work Integrated Learning
4. Demonstrated ability to work across a business development workflow, including lead generation, conversion, account/relationship management and updating various data bases for reporting and compliance
5. Proven initiative and problem-solving skills, with the ability to act without specific direction where appropriate
6. Demonstrated organisational and time management skills with proven ability to re-adjust workload priorities to meet conflicting deadlines
7. Demonstrated proficiency in computer software packages, working with accuracy and attention to detail

Qualifications

Relevant qualification and/or relevant industry experience.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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