



# Senior WIL Coordinator (2 positions available)

**FACULTY OF SCIENCE (1 position)**  
**FACULTY OF ENGINEERING (1 position)**  
ACADEMIC DIVISION



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Position

The Senior WIL Coordinator is a key role in the Faculty of Science and the Faculty of Engineering Work Integrated Learning (WIL) teams. The Senior WIL Coordinator is responsible for administrative activities related to the support of work integrated learning (WIL) across the Faculty and for reviewing processes to support continuous improvement.

The Senior WIL Coordinator works in a team environment and in close collaboration with academic staff.

The Senior WIL Coordinator has regular contact with students, academics and professional staff across the faculty, and external organisations which work in partnership with the university in providing work integrated learning experience (e.g. placements) for students. The Senior WIL Coordinator also has regular contact with areas across the university including Governance, Legal and Performance and QUT Insurance.

This position reports to the Industry Engagement Coordinator for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Develop and maintain effective collaborative working relationships with Divisional areas that maintain systems (particularly InPlace), policy and processes in support of WIL including the Learning and Teaching Unit Senior Lecturer (WIL) and Student Success Group; Governance, Legal and Performance; and QUT Insurance.
- Develop and maintain effective collaborative working relationships with key stakeholders to promote clear communication of work integrated learning policies and processes and also strong relationships and networks with relevant

government agencies, industries, corporations and institutions.

- Contribute to continuous improvement by proactively reviewing work processes, procedures and service standards.
- Manage and coordinate all aspects of the work integrated learning activities including monitoring key deadlines, maintaining processes for student placements and projects within relevant statutory/legal requirements, supporting implementation of the Student Protocol for Intellectual Property, planning and implementing timely communication to staff and students and checking and updating relevant faculty websites regularly.
- Utilise key QUT systems including InPlace, SAMS and the Learning Management Systems (Blackboard) to support implementation of WIL within the faculty.
- Assist with the implementation of information technology to initiate improvements as appropriate and in consultation with relevant stakeholders.
- Ensure appropriate and timely communication is provided to students and staff regarding important work integrated learning matters, and that relevant faculty websites are checked and updated on a regular basis.
- Ensure compliance with QUT policies and procedures and provide advice to senior managers, Associate Dean, Learning and Teaching, Heads of School, Academic Leads, Learning and Teaching, course coordinators and other academic leaders.
- Provide effective reporting into Faculty cycles and ensure data and system compliance for monitoring of WIL.
- Represent the faculty on university-wide committees related to work integrated learning matters as required.
- Contribute to the development of a QUT climate which optimises acceptance and understanding of cultural diversity.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

### **Type of appointment**

Each appointment will be offered on an ongoing, full-time basis.

### **Location**

Gardens Point campus.

## **Selection Criteria**

### **Essential**

1. Education, training and/or relevant experience equivalent to completion of a degree in conjunction with at least four years' subsequent relevant administrative experience.
2. Demonstrated organisational skills and demonstrated capacity to work independently as well as within and across teams; and to complete tasks within conflicting deadlines.
3. Demonstrated capacity to engage proactively with work colleagues at all levels to identify problems and opportunities and implement solutions and actions.
4. Demonstrated communication skills, including the ability to prepare clear and concise minutes, submissions, reports, plans and complex correspondence; and to communicate successfully with a broad spectrum of clients and stakeholders to achieve outcomes.
5. Demonstrated ability to collate and analyse data and develop and interpret policy and procedures in order to provide sound recommendations and advice.
6. Demonstrated advanced digital literacy skills including the use of Microsoft Office (Word, Excel, Outlook/Calendar) and the ability to function competently in a web-based systems environment.

### **Desirable**

1. Demonstrated experience in utilising key systems including InPlace, Blackboard and SAMS.

### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 7 (HEW7) which has an annual remuneration range of \$101,955 to \$111,526 pa. Which is inclusive of an annual salary range of \$86,889 to \$95,045 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.