

WIL Contract Coordinator

Work Integrated Learning Support (WILS)

Faculty of Health



the university
for the real world

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.

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 WIL Contract Coordinator plays a key role in the WILS function, coordinating critical processes for agreements, evaluations, records, and training.

The WIL Contract Coordinator works closely with the Manager, Work Integrated Learning Support, Senior WIL Coordinators and WILS team to review and refine procedures and processes, and deliver high-quality training and process support to the team.

This position reports to the Manager, Work Integrated Learning Support for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Coordinate the process for WIL agreements, deeds and schedules on behalf of the Faculty.
- Maintain records for agreements, InPlace data and WIL evaluations, maintaining data integrity and record keeping requirements.
- Conduct InPlace training for WIL Officers, academic staff members and industry partners.
- Collate and present data to present statistical information on WIL activities and requirements.
- Assist the WIL leadership team to implement changes and improvements to existing services, systems, processes and procedures.
- Review and update the WIL student website and Blackboard page, ensuring that all information for prospective and continuing students is clear and correct
- Support industry liaison and allocation processes by collating and entering placement data into systems, registering placement opportunities and allocating placements.
- Coordinate WIL evaluation processes.
- Provide support and coaching to WIL Officers for industry liaison and allocation processes.

- 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 superior;
- work across campuses

Type of appointment

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

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of a degree in conjunction with subsequent relevant experience.
2. Demonstrated organisational skills with the ability to effectively plan and prioritise work and accurately interpret policy, procedure and regulation.
3. Well-developed interpersonal skills, including a demonstrated ability to communicate and collaborate effectively with a wide range of stakeholders including academic and administrative staff, and representatives of external organisations.
4. Demonstrated written communication and editing skills with the ability to write clearly and concisely, and to collate, analyse and present data.
5. Well-developed digital literacy skills, including advanced knowledge of Microsoft Office suite and knowledge of, or the ability to rapidly acquire knowledge of, the InPlace system and other QUT systems.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 6 (HEW6) which has an annual remuneration range of \$92,134 to \$99,761, including an annual salary range of \$78,747 to \$85,266 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.

