

Position Description Form

Position Title: Work Integrated Learning Specialist	
Department: Education	
Position Reports to: Manager, Education	
Direct Reports: NIL	
Position Description Issue Date:	August 2018
Location: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

Working with internal and external stakeholders, the Work Integrated Learning (WIL) Specialist is responsible for delivering overall design advice aimed at increasing the quality of work integrated learning outcomes in identified contexts.

Key Responsibilities

- Work alongside existing Health & Education teaching staff to develop and publish innovative work integrated learning outcomes.
- Coordinate a WIL Community of Practice, including the dissemination of best practice in WIL management to key stakeholders.
- Contribute to the development and design of WIL practices that support the establishment of an evidence base for quality outcomes.
- Develop and maintain relationships with WIL practitioners and key internal and external stakeholders in order to stay current with WIL management best practice and challenges.
- Identify and implement continuous improvement strategies.
- Work within the framework of Melbourne Polytechnic's policies, procedures and legislative/regulatory requirements.
- Participate in staff meetings and other relevant activities.
- Follow Quality Assurance procedures and participates in Quality Audits as appropriate.

Key Relationships

Internal

- Academic and teaching staff
- Teaching and administrative staff within the department and school
- Relevant MP WIL personnel
- Program Lead(s)
- Manager Education

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External

- Placement providers
- Regulatory bodies

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

- Demonstrated understanding of WIL practices, employment services, labour markets and opportunities available to Vocational and Higher Education students and graduates
- Demonstrated ability to design, develop, and deliver innovative methods of learning and assessment design practice with subject and discipline matter experts and the ability to measure impact through applied research methodologies.
- An ability to view work with work integrated learning as learning design as well as placement based
- Demonstrated ability to utilise data from a range of internal and external sources to analyse and evaluate traditional and innovative teaching and learning practices with a view to adopting and promoting evidence-based change.
- Proven communication, networking and stakeholder management skills within a tertiary environment to develop and maintain relationships with a wide range of internal and external stakeholders
- Proven, planning, organisational, risk management, change management and project management skills and extensive analytical skills, including a proven ability to develop and analyse business processes and identify gaps, strengths and weaknesses, and recommend improvements
- Demonstrated ability to think and work innovatively, effectively and flexibly in a multi-disciplinary team environment

Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices

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- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off

Employee's Name

Department Manager's Name

Employee's Signature

Department Manager's Signature

Date: / /

Date: / /