

# POSITION DESCRIPTION



## Education Partnerships and Engagement Officer

### POSITION DETAILS

<b>Position Title</b>	Education Partnerships and Engagement Officer
<b>Classification</b>	HEW 6
<b>Position Number</b>	<b>TBC</b>
<b>School/Office</b>	Faculty of SABEL
<b>Division</b>	Office of the Provost

### POSITION PURPOSE

The Education Partnerships and Engagement Officer reports to the Manager, Partnerships & Engagement and is responsible for providing coordinated administrative and stakeholder support to facilitate student progression and professional experience placements across the Faculty.

Working collaboratively with Heads of Discipline, academic staff, professional staff and external industry and educational partners, the role supports the successful organisation and delivery of placement activities while maintaining effective relationships with key stakeholders.

This role requires the ability to remain informed of changes to placement regulations and sector requirements, manage competing priorities in a fast-paced environment, and work both independently and collaboratively as part of a client focused team with minimal supervision.

The position also ensures accurate record keeping, database maintenance and reporting activities are undertaken in accordance with University policies, accreditation requirements and relevant compliance standards. A key focus of the role is building and maintaining industry linkages to support quality placement opportunities for students; Travel between campuses may be required.

### KEY ACCOUNTABILITIES

#### 1. Placement Coordination and Administration

- Coordinate and support student placements and engagement activities across the School.
- Maintain accurate placement records, databases, contracts and reporting systems.
- Prepare placement documentation, analyse data and ensure timely dissemination of information.

- Support placement allocation processes and resolve day to day placement issues.
- 2. Stakeholder Engagement and Relationship Management**
    - Build and maintain positive relationships with students, academic staff, industry partners and external organisations.
    - Liaise with educational and industry partners to facilitate placement opportunities and agreements.
    - Provide timely advice, communication and support regarding placements and engagement activities.
  - 3. Compliance, Systems and Reporting**
    - Ensure all placement and engagement activities comply with University policies, accreditation standards and external requirements.
    - Monitor and maintain placement systems, contracts and documentation to ensure data integrity and compliance.
    - Produce reports and utilise systems effectively to support placement optimisation and operational efficiency.
  - 4. Student Support and Case Management**
    - Provide accurate advice and administrative support to students regarding placements, mobility opportunities and related activities.
    - Monitor student agreements and documentation requirements to facilitate placements.
    - Exercise judgement in managing and resolving student placement enquiries and issues in a timely manner.
  - 5. Engagement and Mobility Activities**
    - Coordinate administrative support for outbound mobility tours and student engagement initiatives.
    - Work collaboratively with academic staff and the International Office to support international engagement opportunities.
    - Participate in engagement events and contribute to enhancing student participation and experience.
  - 6. Continuous Improvement and Operational Support**
    - Contribute to the maintenance, review and improvement of placement processes, procedures and documentation.
    - Support quality assurance, service excellence and ongoing process optimisation.
    - Participate in professional development activities and assist with operational, financial and general administrative duties as required.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

1. Tertiary qualifications and/or relevant experience or extensive experience and specialist expertise in liaising with industry in a similar environment, preferably in the educational sector.
2. Demonstrated high level of competence and experience in the management of relational databases and systems and in the use of computerised applications including the proven ability to extract, analyse and interpret data and report on results.
3. High level analytical and problem solving skills including the proven ability to think laterally and solve problems with an established record of exercising initiative and judgement to achieve effective outcomes.
4. A high level of oral, interpersonal and written communication skills, including the ability to develop professional relationships and deliver effective and timely service.
5. Proven ability to work as a team member or independently as required.
6. Ability to deal effectively with a high volume workload, competing priorities and unexpected events, exercising judgement and initiative and proven ability to act with discretion when dealing with student and confidential issues.
7. Demonstrated organisational and time management skills with an ability to multitask ensuring outcomes are achieved.

## KEY RELATIONSHIPS

- This position reports to: Education Partnerships and Engagement Manager
- This position supervises: Nil
- Key internal relationships:
  - Academic colleagues
  - Professional colleagues
  - University departments including Student services and the Placements office.
- Key external relationships:
  - Placement Providers
  - Accrediting bodies
  - External suppliers

## CHALLENGES

1. Managing complex placement coordination activities across multiple stakeholders, systems and competing priorities while maintaining accuracy, compliance and service quality.
2. Building and maintaining effective relationships with students, academic staff, industry partners and external organisations in a fast paced and client focused environment.
3. Keeping abreast of changing compliance, accreditation and placement requirements while adapting processes and systems to ensure ongoing operational effectiveness and data integrity.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner

Date: 2 May 2026