

POSITION DESCRIPTION



Placements, WIL/ Industry Liaison Manager

POSITION DETAILS

Position Title	Placements, WIL/ Industry Liaison Manager
Classification	Level 9
Position Number	NEW
School/Office	Faculty
Division	Provost

POSITION PURPOSE

This position leads the strategic development and operational delivery of Work Integrated Learning (WIL) and industry engagement initiatives across the Faculty. It plays a critical role in enhancing student employability, strengthening industry partnerships, and ensuring compliance with regulatory accreditation and institutional requirements.

KEY ACCOUNTABILITIES

- Lead strategic WIL initiatives that align with Faculty and University priorities to enhance student employability and industry relevance.
- Develop and manage industry partnerships to expand engagement opportunities and foster long-term collaboration.
- Oversee placement operations and compliance to ensure alignment with legislative, accreditation, and University standards.
- Manage and support embedded WIL teams across Schools providing leadership, guidance, and performance oversight.
- Coordinate cross-functional collaboration between academic and professional staff to deliver integrated WIL programs.
- Monitor and evaluate WIL program outcomes, using data insights to inform continuous improvement and strategic planning.
- Represent the Faculty in external forums and networks to promote WIL initiatives and strengthen the University's industry profile.
- Ensure accurate reporting and documentation of WIL activities, risks, and compliance matters.

- Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Relevant postgraduate qualifications and/or extensive relevant experience in education, industry engagement, or employability services.
- Proven leadership in managing complex programs and cross-functional teams.
- Demonstrated expertise in stakeholder engagement and partnership development.
- Strong understanding of WIL frameworks, compliance requirements, and placement operations.
- Excellent communication and negotiation skills, with the ability to influence diverse stakeholders.
- Experience in data analysis and reporting to support strategic decision-making.

KEY RELATIONSHIPS

- **Reports to:** Faculty General Manager
- **Supervises:** WIL, Placements, and Industry Team (various HEW levels)
- **Key internal relationships:** Faculty Operations Team, Faculty Associate Deans, Deans, School Directors, Heads of Discipline, Academics, Divisional Teams, HR and Finance
- **Key external relationships:** Industry partners, professional bodies, placement providers (as relevant)

CHALLENGES

- Navigating complex compliance frameworks across disciplines and external bodies.
- Balancing strategic growth of WIL with operational constraints and resource limitations.
- Building sustainable industry relationships in a competitive and evolving landscape.
- Leading distributed teams embedded in different Schools with varied priorities.

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:

Date: