

# POSITION DESCRIPTION



## Industry Liaison Officer



### POSITION DETAILS

<b>Position Title</b>	Industry Liaison Officer
<b>Classification</b>	HEW Level 6
<b>Position Number</b>	Various
<b>School/Office</b>	Faculty
<b>Division</b>	Division

### POSITION PURPOSE

The Industry Liaison Officer supports the Faculty of Engineering, Computing and Science in developing and maintaining high-quality industry partnerships to enhance Work Integrated Learning (WIL) opportunities for students and strengthen graduate career pathways.

The position undertakes a range of duties to assist the Placement, WIL and Industry Liaison Manager in identifying and developing new industry engagement opportunities aligned with faculty priorities, maintaining existing partnerships, and responding to partner and internal stakeholder enquiries in a timely and professional manner.

This role forms part of the broader faculty professional staff team, and as such may be required to collaborate and support across multiple schools, and other teams within the faculty as needed.

### KEY ACCOUNTABILITIES

#### 1 Industry Engagement

- Support the identification, development, and maintenance of industry partnerships aligned with faculty priorities and WIL objectives.
- Act as a key point of contact for industry partners, responding to enquiries and maintaining effective relationships with partners.
- Assist in promoting WIL opportunities to industry partners and internal stakeholders.
- Liaise with key stakeholders to support sustainable and high-quality engagement activities.

#### 2. Administrative Support

- Provide administrative support for industry engagement and WIL initiatives, including coordinating communications, approvals, and documentation with internal and external

stakeholders.

- Contribute to the review and refinement of WIL-related processes and procedures to improve efficiency, consistency, and service quality.

### **3. Record and Database Maintenance**

- Maintain accurate records of industry partnerships, agreements, and related documentation in line with university policies and compliance requirements.
- Ensure databases and record-keeping systems are current and managed effectively to support reporting, planning, and strategic decision-making

### **4. Advice and Support**

- Provide guidance to internal staff and external partners regarding engagement opportunities and processes.
- Exercise initiative and judgment to resolve issues, escalate as required, and contribute to continuous improvement in engagement practices
- Resolve matters with flexibility, subject to policy and guidelines.
- Adopt a continuous improvement approach.

### **5. Reporting and Financial Administration**

- Prepare and contribute to reports on WIL and industry engagement activities as required.
- Support financial administration related to WIL and industry engagement activities, ensuring transactions are processed accurately and in accordance with university policies.
- Enter financial-related requests accurately and resolve them in accordance with Office of Finance standards and processes.

### **6. Other Duties**

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

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

1. A degree with equivalent experience in a relevant discipline, or extensive experience in industry engagement, partnership development, or stakeholder management.
2. Demonstrated experience in establishing, managing, and maintaining professional relationships with industry partners, preferable within STEM related sectors.
3. Strong stakeholder engagement and relationship management skills, including the ability to work across diverse teams and external partners.
4. Excellent written and verbal communication skills, including the ability to prepare reports, correspondence, and presentations for varied audiences.
5. Demonstrated ability to manage multiple priorities and meet deadlines in a complex environment.
6. Proficiency in Microsoft 365 and CRM platforms (e.g., Salesforce, Dynamics).

## **KEY RELATIONSHIPS**

- **This position reports to:** Placement, WIL and Industry Liaison Manager
- **This position supervises:** Nil.
- **Key internal relationships:**
  - Academic and professional staff within the faculty
  - WSU Divisional counterparts e.g. Enterprise team (Launch Pad), Marketing Teams, Events Teams

- Key external relationships:
  - Industrial partners

## CHALLENGES

- Balancing the competing priorities of industry partners, faculty staff, and students while ensuring partnerships deliver high-quality WIL experiences and graduate career outcomes.
- Managing complex administration and data systems (contracts, records, reporting, financial processes) with high accuracy under strict timelines and regulatory standards.
- Building and sustaining strong industry relationships in a competitive environment, requiring diplomacy, negotiation, and responsiveness to resolve issues and secure ongoing opportunities.

## 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: Office for People

Date: 10 October 2025