

Work Placement Consultant

Opportunity in Melbourne

We are seeking an experienced Work Placement Consultant to identify potential facilities/services within the Community Services sector that can host our students for their Workplacement. The facilities/services required are in the areas of Counselling and Psychotherapy and Arts Therapy.

The role requires you to:

- Identify and review suitable facilities/services for work placement.
- Ensure suitable facilities/services are compliant with the requirements of specific qualifications.
- Ensure relevant Workplacement agreement are signed and in place with hosts employers of facilities/services.
- Establish and maintain relationships with hosts employers and workplace supervisors of facilities/services.
- Plan, coordinate and allocate students to appropriate facilities/services.
- Participate in the orientation/induction of students prior to work placement.
- Contribute to policies and procedures related to work Placement.

Is this you? Our Work Placement Consultant must have the following key selection criteria:

- Proven experience in establishing and maintaining relationships.
- Results orientated.
- Ability to work independently and as a member of a team.
- Strong influencer and confident communicator.
- Effective relationship management skills to ensure host employers will continue to work in partnership with the College.
- Effective time management skills able to meet Work Placement targets and priorities.
- Expertise in managing and working on Excel.

Essential Attributes:

- Warm and personable.
- Proven ability to nurture leads from first contact to conversion.
- Ability to prioritise work, meet deadlines and work accurately under conflicting time pressures.
- Emphasis on teamwork and collaboration.
- Positive, can do attitude.
- Have a desire and interest in personal development and professional growth.
- Experience working with Higher Education, CRICOS providers is desired but not required.

Why you'll love this job ...

- Enjoy the immense job satisfaction that goes hand in hand with this busy, multifaceted role
- Be valued as a great team member as you provide exceptional service to students and colleagues
- Be part of a down to earth, friendly, hardworking team who take pride in their work

Diversity & Inclusion

Ikön Institute is an inclusive employer. We celebrate our diversity and strive to reflect contemporary Australian society in order to better serve our students. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

Please note:

- Only shortlisted candidates will be notified of the outcome of their applications.
- We are only able to consider applicants with the right to live and work in Australia.

About Ikön Institute of Australia (“Ikön”)

Ikön Institute of Australia ABN 95 112 989 581 is an exciting and unique private higher education provider (PRV14055), part of the ASX-listed UCW Limited group.

Ikön delivers qualifications throughout Australia in the areas of counselling and psychotherapy, arts therapy and community services. Its higher education qualifications include a Diploma, Associate Degree and Bachelor of Counselling and Psychotherapy and a Diploma, Associate Degree and Bachelor of Arts Therapy. Additional undergraduate programs are currently being developed in early childhood education and care.

About UCW Limited (UCW)

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. The Company's strategy is to invest in the growth of its existing businesses, through initiatives such as campus and course expansion, while concurrently pursuing accretive acquisitions. The recent acquisition of IKON Institute of Australia broadened UCW's offering into the Higher Education sector. The Board of UCW includes directors with extensive corporate experience and a successful track record in the education sector.

Don't miss out on this excellent opportunity to work within a supportive and people-focused, team environment.

Please apply by sending your resume and a covering letter demonstrating your achievements in a similar role to Kelly.skiba@alg.edu.au.

Leading education in mental health and wellbeing