



## POSITION DESCRIPTION

**Student Employability & Enrichment Team**  
Faculty of Business & Economics

### INDUSTRY PROGRAMS CONSULTANT

<b>POSITION NO</b>	0034125
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$85,189 - \$92,216 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>EMPLOYMENT TYPE</b>	Full time, Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	Vacant
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Clare Harper Tel +61 3 83442167 Email <a href="mailto:harperc@unimelb.edu.au">harperc@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

The Industry Programs Consultant plays an important role in supporting the Faculty of Business & Economics' work integrated learning strategy by managing the administration, and supporting the development, of the graduate local and international practicum subjects.

The Consultant provides support for the Faculty's Work Integrated Learning Teaching Specialist, and works closely with another Industry Programs Consultant, supported by the Industry Programs Coordinator and Industry Programs Support Officer.

The position is part of the Student Employability and Enrichment team which is responsible for delivering a suite of curricular and extra-curricular programs and activities designed to develop undergraduate and graduate students' employability skills and enrich their experience.

Essential to this role will be excellent organisational, communication and relationship management skills, a commitment to the delivery of high quality programs and client service and a keen interest in supporting student success.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ A degree with substantial relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Highly developed relationship and stakeholder management skills with the ability to liaise and work effectively with a range of internal and external stakeholders.
- ▶ Excellent written and verbal communication skills and presentation skills.
- ▶ Demonstrated ability to initiate, develop and implement effective workplace practices and processes and convey complex information.
- ▶ High level problem solving skills with demonstrated ability to exercise judgement.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others' to meet deadlines.
- ▶ Demonstrated commitment to providing excellent customer service with the ability to engender a strong customer service orientation among staff.
- ▶ Demonstrated initiative and ability to work independently as well as the ability to work well in a team to achieve results.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

#### **1.2 DESIRABLE**

- ▶ Experience working in a student focused, work integrated learning, environment preferably in higher education.

### ***2. Special Requirements***

- ▶ Ability to work flexible hours and to travel on occasion in order to attend after-hour meetings and events.
- ▶ Operational requirements of the unit may influence approval of annual leave.

### ***3. Key Responsibilities***

#### **SUBJECT COORDINATION – GRADUATE WORK INTEGRATED LEARNING (WIL) SUBJECTS**

- ▶ Establish and maintain best practice processes and data management to ensure graduate WIL subjects meet organisational and legal requirements.
- ▶ Manage the administration and processes of the graduate subjects ensuring scheduling, timetable and handbook are accurate and updated.
- ▶ Manage the student promotion, application, selection, pre-departure and enrolment processes and documentation.
- ▶ Coordinate introductory briefings and pre-departure briefings.
- ▶ Manage scholarship and travel grant process and allocation and other relevant budgetary expenditure.
- ▶ Produce relevant and up to date risk management processes and documentation in close collaboration with the University's Global Mobility, Legal Services and Insurance offices.
- ▶ Coordinate legal agreement completion as and when required by host organisations.
- ▶ Develop and manage student facing marketing and communications for graduate WIL subjects to encourage an increasing number of highly qualified applicants as part of a growth strategy.

#### **RELATIONSHIP MANAGEMENT**

- ▶ Liaise closely with, and support the work of, the Faculty's Work Integrated Learning Teaching Specialist and WIL academic group leaders.
- ▶ Provide timely advice and support to the student, academic and industry stakeholders.
- ▶ Manage existing, and support the development of new, partnerships and stakeholder relations amongst the local and global WIL subjects.
- ▶ Manage relationships, contracts and payments for external travel provider, consultants and presenters.
- ▶ Manage feedback cycle of students, academics and external stakeholders and schedule regular subject planning and review meetings.
- ▶ Contribute to and follow the business development strategy, toolkit, timeline and engagement cycle for work integrated learning programs.
- ▶ Develop and maintain relationships with internal and external work integrated learning professional groups and organisations to stay abreast of latest trends and developments.

#### **OTHER**

- ▶ Supervise the Industry Programs Support Officer role.

- ▶ Work as part of a team, providing cross-referrals and supporting the work of the unit as required.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## ***4. Job Complexity, Skills, Knowledge***

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent works under broad direction from the Student Employability & Enrichment Manager. The incumbent will supervise or co-ordinate others to achieve objectives of programs they are managing. They will also represent the Faculty to a variety of stakeholders and be responsible for developing and managing these relationships.

This role will undertake related tasks as requested by the Manager, Student Employability and Enrichment. On a day-to-day basis the incumbent is expected to plan, organise and schedule work independently to ensure that deadlines and agreed outcomes are met.

### **4.2 PROBLEM SOLVING AND JUDGEMENT**

As the incumbent will play an important role in contributing to the development of the Work Integrated Learning offerings of the Faculty they will need to independently relate existing policy to work assignments, and rethink the way a specific body of knowledge is applied in order to solve problems.

The incumbent will be required to apply their high level problem solving skills and judgment to resolve issues that arise; this may involve stand alone work or the coordination of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Demonstrated experience of student focussed program administration is expected of this incumbent. The incumbent will also require an understanding of industry and work integrated learning programs and develop a knowledge of Faculty and University policies, processes and administrative functions in order to function effectively in the role.

### **4.4 RESOURCE MANAGEMENT**

The incumbent is responsible for managing the scholarship and travel grant process and allocation and other relevant budgetary expenditure. All staff are responsible for the effective management of their time and other resources of the unit. The incumbent will supervise and co-ordinate others to achieve objectives of programs they are managing.

### **4.5 BREADTH OF THE POSITION**

The position requires the ability to balance a range of tasks simultaneously and to prioritise these efficiently. It is responsible for a broad array of duties and responsibilities and is required to liaise with students, professional and academic staff within the Faculty, as well as industry contacts, external consultants and providers.

## 5. Other Information

### 5.1 ORGANISATION UNIT

Faculty of Business and Economics

### 5.2 THE UNIVERSITY OF MELBOURNE

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

#### **Organisational Structure**

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

Academic Support Office

Student Employability and Enrichment

The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

Finance

Human Resources (including OHS)

Research Support

Marketing and Communications

Service Level and Facilities Management

Quality Office

#### **Our Programs**

There are around 7,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

## Our Graduates

Since the Faculty was established it has produced over 48,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

### 5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has

adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University. Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

## 6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/> These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.