



## POSITION DESCRIPTION

**Academic Engagement**  
Faculty of Science

### Careers & Industry Officer

<b>POSITION NO</b>	0044048
<b>CLASSIFICATION</b>	PSC 5
<b>SALARY</b>	\$68,892 - \$79,130 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term contract type for 12 months
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<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> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Fiona Simpson Tel +61 3 9035 9522 Email <a href="mailto:fiona.simpson@unimelb.edu.au">fiona.simpson@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 website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Reporting to the Careers & Industry Consultant, the position is responsible for providing administrative support for Work Integrated Learning (WIL) experiences in undergraduate and graduate programs within the Faculty of Science. WIL experiences currently include Internships, Work Placements, Industry Projects, Career Seminars and Workshops. The incumbent will be expected to work collaboratively with academic coordinators and key stakeholders across the Faculty and University, to promote opportunities and provide support to students in experiential WIL activities.

The role will work in close collaboration with key stakeholders, both internal and external, to identify, facilitate and manage relationships that bring benefits to both the Faculty and our industry partners and increase industry based engagement activities for students to enhance their employability.

### ***1. Key Responsibilities***

- ▶ Work collaboratively as part of the Academic Engagement Team to develop student workshops and deliver student enrichment activities and events;
- ▶ Adopt a client management approach, demonstrating a detailed understanding of published material, appropriate interpretation and application of policy and procedure, and provide accurate advice about the range of services and activities available to students.
- ▶ Provide administrative support for all systems and processes relating to Internship and Work Integrated Learning (WIL) programs;
- ▶ Manage application enquiries and FAQs in relation to WIL experiences;
- ▶ Promote WIL opportunities to current students including planning and coordination of information sessions and promotional materials;
- ▶ Coordinate various communications, forums and events at different stages of the student study cycle;
- ▶ Develop and maintain effective and collaborative working relationships with internal and external partners to increase support and opportunities for Science students in WIL activities and to pro-actively build industry relationships and industry sponsors for student placements;
- ▶ Assist with major Faculty of Science events including Industry Career Panels, Science Festival, Science Day 1, Orientation & Open Day.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ A relevant tertiary qualification, and experience within a student advising or administrative role, or an equivalent combination of relevant work experience, education and/or training;
- ▶ Excellent interpersonal skills to enable effective communication, collaboration and engagement with a wide range of internal and external clients at a variety of levels;
- ▶ Ability to work collaboratively, positively and flexibly both in a team and independently in a busy environment with changing demands;
- ▶ Excellent written and verbal communication skills including report writing skills;

- ▶ Demonstrated proficiency in the use of Microsoft office;
- ▶ Demonstrated ability to prioritise, meet deadlines and work efficiently and accurately in a busy and complex environment with large volumes of activity;
- ▶ Demonstrated ability to interpret and provide advice on established policies and procedures including the ability to recognise when further advice from or referral to more senior staff is required
- ▶ Willingness to occasionally work out of hours for student related evening seminars, functions etc.

## 2.2 DESIRABLE

- ▶ Experience supporting WIL programs within a tertiary environment;
- ▶ Competency in using University software systems (e.g. Student 1).

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Careers and Industry Officer receives direction from the Careers and Industry Consultant, Academic Engagement, and operates within the broad framework of Faculty and University policy and requirements. The Careers and Industry Officer will work independently and show initiative and confidence in the completion of tasks. They are responsible for prioritising his/her own day to day work. The incumbent will be required to form strong working relationships with their counterparts in other faculties, Academic Services, as well as with internal and external stakeholders. The position may also require the incumbent to represent the Faculty at a variety of functions and interact in a professional and informed manner with individuals from a broad range of stakeholder groups.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to demonstrate sound judgement in the coordination and management of all elements of the role. She/he will be required to discuss employability and WIL engagement outcomes with academic and professional colleagues at all levels, students of diverse cultural backgrounds, and industry based hosts and employers to enable successful industry partnership development and relationship management. The incumbent will also have the opportunity to provide innovative solutions to problems within the work area and provide recommendations to the Careers and Industry Consultant. Recommendations for changing policy and current work practices would be referred to the Careers and Industry Consultant, Academic Engagement.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent should possess excellent computer skills with a demonstrated ability in word processing and report writing, Excel, PowerPoint and the use of databases.

### 3.4 RESOURCE MANAGEMENT

There is limited budget responsibility associated with this position and in consultation with the Careers and Industry Consultant.

### 3.5 BREADTH OF THE POSITION

The position covers a broad spectrum of functions. Associated activities include communicating effectively with external organisations and internal stakeholders, efficient administration, provision of advice, referral, planning and facilitating new partnerships, whilst simultaneously further supporting the development and maintenance of relationships with existing partners.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## 5. *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.

## 6. *Other Information*

### 6.1 ORGANISATION UNIT

The Faculty Secretariat is the administrative unit for the Faculty of Science and all its teaching, research and commercial activities. The Secretariat is responsible for the policy development, planning, implementation and ongoing management of Faculty programs.

## 6.2 BUDGET DIVISION

<http://science.unimelb.edu.au/>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.\* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 40,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$280 million of income per annum, with a staff base in the order of 220 professional staff, and more than 540 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 11 000 undergraduate and graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science) with enrolments of approximately 8800 students.

The Faculty of Science is a leader in research, contributing approximately \$50 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$50 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

\*Figures from the latest available data for 2015, including published international rankings data.

## 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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>.

#### 6.4 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.

## 6.5 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/governance>