Student and Academic Services  
Faculty of Science

**Careers and Industry Officer**

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0062404</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM 5</td>
</tr>
<tr>
<td>SALARY</td>
<td>$83,159 - $95,518 p.a. (pro-rata)</td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full time (1.0 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed-term (12 months)</td>
</tr>
</tbody>
</table>

**FLEXIBLE EMPLOYMENT**

The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

**OTHER BENEFITS**

https://about.unimelb.edu.au/careers/staff-benefits

**CONTACT FOR ENQUIRIES ONLY**

Marika B Hille  
Tel: +61390355118  
Email m.hille@unimelb.edu.au

*Please do not send your application to this contact*

---

For information about working for the University of Melbourne, visit our website:  
about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Located in the Faculty of Science’s Careers and Industry team, the Careers and Industry Officer will provide essential administrative, events and program support to the faculty’s career enrichment and work integrated learning (WIL) programs for students. The Careers and Industry team collaborates with academic and leading industry partners to create opportunities for students to develop their scientific careers through for-credit internships and industry projects, along with a number of co-curricular programs and events designed to deepen students’ networks and career pathways.

Under the direction of the Manager, Careers and Industry, the Careers and Industry Officer will support the design, delivery, and evaluation of events and programs in a busy and fast-paced working environment, with students at the heart. They will play a critical role in supporting the growth of for-credit internship experiences and industry projects by assisting with the administration, management of enquiries, record keeping and promotional activities.

They will also proactively contribute to the cohesion and effective function of the team, while ensuring there is good communication and coordination of activities. This will require working cross-functionally with other areas of the Faculty’s Student and Academic Services portfolio, School academic support officers, student clubs and societies, and central University teams to provide timely advice and support for programs and events for Science students.

The position is located at the Parkville campus, with travel to other campuses (Werribee and Dookie) required for specific events and programs.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.
**Key Responsibilities**

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

- Contribute to the design of career enrichment programs and events alongside the Careers and Industry team, adopting project and process management principals established by the team (where required).
- Support the coordination and delivery of several specific short-term, repeated programs or events throughout the year, including the Science Case Competition and STEM Mentoring Program.
- Develop and execute event management plans, which may include sourcing and setting up venues, coordination of catering, recruitment of volunteers, preparing AV and technical requirements.
- Work professionally with stakeholders, guest speakers and student groups to deliver high quality programs and events.
- Provide timely and accurate responses to student queries, and proactively address issues that may arise through program delivery.
- Support the management of the Science Community: Internships and Career Enrichment workgroup on Careers Online, including managing student access and eligibility, updating content and collecting, collating and summarising data for program improvement.
- Contribute to the growth of for-credit internships through maintaining a database of industry partners, managing student enquiries, assisting with the day to day administration of internship applications.
- Adopt new technology to improve workflow or program delivery and other projects as required.
- Work cross-functionally and collaborate with the broader Student and Academic Services team to drive highly visible, high quality, innovative programs.
- Work collaboratively within and across functional areas to ensure broader Faculty goals and objectives are met, including assisting on a range of tasks during peak periods.
- Occupational Health and Safety (OH&S) responsibilities as outlined in section 5.

**1. Selection Criteria**

1.1 **ESSENTIAL**

- A degree qualification or the equivalent combination of relevant experience in event and program management role, or an equivalent combination of relevant work experience, education and/or training.
- Ability to maintain a flexible and proactive approach to tasks within a busy work environment and the ability to organise work priorities, multiple projects and meet tight deadlines.
- Strong written and verbal communication skills with the ability to work effectively with students, professional and academic staff, and external stakeholders.
- Experience in end-to-end event and program delivery to deliver content and experiences with a focus on continuous improvement.
- Demonstrated experience in program design and delivery that fosters belonging, wellbeing and engagement amongst students/ clients/ customers.
• Demonstrated ability to work effectively in a team, as well as independently when required.

1.2 DESIRABLE
• Experience delivering virtual events and programs.
• Proficiency in Adobe Creative Cloud for basic video editing and desktop publishing.

2.3 OTHER JOB-RELATED INFORMATION
• This position requires the incumbent to hold a current and valid Working with Children Check.
• A flexible approach to working hours is necessary, as some events are held outside normal office hours and on weekends.
• Operational requirements of the Faculty Secretariat may influence approval of annual leave
• Travel to Werribee and Dookie campuses will be required.

2. Job Complexity, Skills, Knowledge

2.1 LEVEL OF SUPERVISION / INDEPENDENCE
The Careers and Industry Officer reports to and works under general direction from the Manager, Careers and Industry. This role is expected to plan, organise, and schedule work independently to ensure that deadlines and agreed outcomes are met and will require close working relationships with all members of the business unit and the wider operations team.

2.2 PROBLEM SOLVING AND JUDGEMENT
The position requires the incumbent to have high level interpersonal and communication skills including the ability to exercise judgement, diplomacy and tact when dealing with a wide range of people. The Careers and Industry Officer will be regularly required to use their initiative to resolve problems and make decisions associated with the position's day-to-day activities for which they are responsible, while being guided by the University's policies and regulations, and to escalate to the Manager, Careers and Industry for more complex matters.

The Careers and Industry Officer is expected to exercise sound judgement in managing competing priorities to ensure that work is completed in a timely manner and in making sound decisions for the activities they manage.

2.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
The Careers and Industry Officer requires sound knowledge of project management principles and practices and will also have the capability to understand the strategy underpinning student experience programs. The incumbent will be required to develop a broad knowledge of the University environment and structure. The Careers and Industry Officer will be expected to develop relationships with and provide advice to Faculty staff and internal and external service providers.
2.4 RESOURCE MANAGEMENT

The Careers and Industry Officer is expected to be responsible for their own time management and prioritisation of tasks to ensure that deadlines are met. The incumbent is required to work collegially with members of their team, the wider Faculty and stakeholder teams within the University to deliver on program objectives.

2.5 BREADTH OF THE POSITION

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

3. 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 Advancing Melbourne.

4. 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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.
5. Other Information

5.1 SCIENCE SECRETARIAT

The Science 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.

5.2 FACULTY OF SCIENCE

https://science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 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. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.
5.3 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

5.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.5 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 https://about.unimelb.edu.au/strategy/governance