Office of the Dean
Faculty of Engineering and Information Technology

Student Projects Officer, Telstra Partnership

POSITION NO 0053565
CLASSIFICATION UOM 6
SALARY $87,007 – $94,181 p.a. (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Part-time (0.6 FTE)
BASIS OF EMPLOYMENT Fixed Term for 12 months from start date
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 http://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY Lauren Beilby, Telstra Partnership Manager
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Email lauren.beilby@unimelb.edu.au

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 country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

FEIT’s Commitment to Diversity and Inclusion

The Faculty of Engineering and Information Technology (FEIT) is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of FEIT. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply. Those seeking support in submitting an application are welcome to contact the Faculty HR team at feit-hr@unimelb.edu.au
**Position Summary**

The Student Projects Officer will play an integral role in activating and coordinating student masters and research projects connected to the Telstra strategic partnership within Melbourne Connect – a purpose-built digital and data science innovation precinct. The Student Projects Officer will be responsible for industry engagement whilst leveraging the student experience. They will contribute to the partnership by providing coordinated oversight, guidance, and support to student teams, Academic supervisors, and Telstra representatives.

The Student Projects Officer will regularly facilitate conversations between the students, the strategic partner and academic colleagues to scope projects and ensure project milestones are achieved. The Student Projects Officer will help to identify synergies between the partner’s and the University’s research capabilities and leverage these for future collaborative opportunities.

The position will support new ways of achieving student project outcomes and establish processes that enable ongoing partnership success. They will work with the Partnership Manager to ensure project outcomes are well documented.

### 1. Selection Criteria

#### 1.1 ESSENTIAL

- Completion of an undergraduate tertiary qualification or an equivalent combination of relevant experience and/or education/training.
- Demonstrable knowledge and expertise in Student management, including a passion for enhancing the student experience and enabling students to achieve their best.
- Collaboration, including the ability to work co-operatively and positively in a multidisciplinary based environment and liaise with people from diverse backgrounds.
- Project management, including excellent time management and organisational skills with the capacity to work both independently and as part of a team in a service-oriented environment.
- Written Communication, especially in developing high quality business reports, briefings and collateral for internal and external audiences.
- Verbal Communication, especially in negotiation and influencing skills with a proven ability to convert and operationalise pipeline opportunities.
- Highly developed administrative and organisational skills.
- Technical Skills, especially advanced skills with Microsoft Office suite, and capacity to learn and use in-house administrative database systems, including experience with web content management systems and social channels.

#### 1.2 DESIRABLE

- Experience working in the Higher Education Sector, preferably in engineering and information technology.
- Understanding of the Telecommunication Industry, especially industry trends and challenges.
- Experience working with Git repositories.
2. **Key Responsibilities**

- Manage the implementation, activation and evaluation of student projects undertaken as part of the Telstra partnership.
- Report on project progress and outcomes to the Partnership Manager, Steering Committee and relevant stakeholders.
- Encourage and support Telstra and UoM to explore new project ideas.
- Support programs, activities, events and strategies that foster a strong student experience.
- Conduct and lead meetings with Telstra and UoM supervisors to scope projects by facilitating conversations between the strategic partner and academic colleagues.
- Document and maintain project outcomes, ensuring findings are accessible, accurate and readily available.
- Consistently analyse information and data to facilitate project evaluation and improvement, ensuring alignment with broader student experience objectives.
- In collaboration with Partnership Manager and communications team, develop a faculty specific student communications plan designed to build engagement for Telstra student projects, improve participation and connect with the broader student cohort.
- Provide support to ensure student project outcomes are achieved and establish processes that enable ongoing partnership.
- Establish and maintain student project processes including coordination of placement agreements for all projects, setting up communication channels (Teams) and data repositories (Gitlab) for students and teams to track project milestones and act as a second point of contact for all student enquiries.
- Partnerships, including forming effective professional relationships and influencing senior stakeholders and decision makers.
- Identify opportunities to enhance the coordination and management of research projects connected to the partnership.
- Identify opportunities for future projects or research opportunities to be activated.
- Actively engage and participate in partnership activities and relationship building initiatives.
- Actively work with internal and external stakeholders to ensure all aspects of the partnership are proactively planned and achieved.
- Oversee compliance and quality assurance management, in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies.
- Provide administrative/coordination support to broader Telstra partnership initiatives when required to support the ongoing success of the partnership.
- Maintain and control access to the internal systems for communication and project documentation.
- Collaborate, including the ability to work co-operatively within a team and with Industry partners and varied academic and professional stakeholders.

2.1 **OTHER JOB-RELATED INFORMATION**

- Occasional work out of ordinary hours, travel, etc.
Equal Opportunity, Diversity and Inclusion

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 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.

All FEIT employees are required to behave in a manner that creates; supports and encourages an inclusive and safe work environment for all.

https://eng.unimelb.edu.au/diversity

3. 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.

4. Other Information

4.1 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world’s biggest challenges. Through our students and our relationships with communities, we can not only respond to society’s needs but anticipate and create engineering and IT solutions for the future.

https://eng.unimelb.edu.au/
https://eng.unimelb.edu.au/about/join-mse

Our ten-year strategy, FEIT 2025, is our School’s commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne’s position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.
4.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It’s consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

The University’s 10-year strategy, Advancing Melbourne will enable the University to contribute to advancing the state and national interest and make vital contributions to Australia’s standing on the world stage. We seek to be a leading force in advancing Australia as an ambitious, forward-thinking country while increasing its reputation and influence globally.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers