FACULTY OF BUSINESS AND ECONOMICS
Academic Services

Senior Partnerships Specialist

POSITION NO 0048421

CLASSIFICATION UOM 7

SALARY $102,338 - $110,780 p.a.

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time (1.0 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://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
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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

Reporting to the Partnerships Manager, this role will contribute to growing and deepening industry partnerships for the Faculty of Business and Economies (FBE).

The role will provide students with a strong connection to the world of work and improved employability outcomes by facilitating relationships with industry partners and supporting their involvement in various programs executed by the Faculty, in both curricular and cocurricular Employability activities.

1. Key Responsibilities

1.1 INDUSTRY ENGAGEMENT

- Meet department engagement and growth KPI’s through establishing, managing and growing relationships with industry partners (both existing and new) to facilitate delivery and expansion of industry experience opportunities and employability outcomes for FBE students, in line with department engagement and growth KPI’s.
- Work across the end to end process of a partnership lifecycle from acquisition to retention, including building and managing relationships, contract and partnership planning, and working cross-functionally with the wider team on execution, follow up and evaluation of industry experience programs.
- Analyse data to obtain insight into growth opportunities for partnerships arising in both current partners as well as new partners & markets.
- Negotiate win-win outcomes for industry experience legal agreements between the university and Industry partners.
 Assist with the creation and delivery of progress reports to senior stakeholders by ensuring partner data is appropriately captured in an accurate and timely manner in relevant databases – including all associated partnership details and compliance paperwork.

 Seek out and participate in events that provide networking opportunities and contribute to building a pipeline of potential partners.

 Develop strong relationships with professional staff and Academics who manage partnerships to ensure alignment and to support a better partner experience.

 1.2 PIPELINE DEVELOPMENT AND IMPLEMENTATION

 Drive the development and implementation of a strategy to build a pipeline of opportunities – to increase the number of industry experience opportunities available to students.

 Contribute to a targeted partnership framework to align with FBE’s strategic direction – in turn building valuable industry experiences and employability outcomes, thereby distinguishing the FBE Employability offering.

 Contribute to the development and implementation of a comprehensive industry engagement and growth strategy - spanning support of industry experience, student experience, and other bespoke programs.

 1.3 OTHER RESPONSIBILITIES

 Assist the Partnerships Manager to leverage alumni relationships held by the Faculty.

 Play a key role in assisting to identify and implement process improvement opportunities to support the efficiency and effectiveness of engagement activities.

 Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

 2. Selection Criteria

 2.1 ESSENTIAL

 A degree with subsequent relevant experience, or extensive experience and specialist expertise or broad knowledge, or the equivalent combination of relevant experience and/or education/training.

 Demonstrated experience in meeting KPI’s for both the maintenance and growth of business partnerships.

 High level organisational skills, including the ability to coordinate multiple stakeholders and meet competing deadlines.

 High level skills identifying and engaging opportunities for growth of business partnerships (with an understanding of labour markets, recruitment practices and opportunities for graduate students being highly regarded).

 Strong interpersonal, written and verbal communication skills including the ability to form relationships with and influence stakeholders at all levels.
Ability to both work independently to achieve functional targets as well as balance cooperative teamwork to ensure the accomplishment of team goals.

High level of technical competence in a Customer Relationship Management tool and the Microsoft Office suite.

2.2 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working With Children Check
- This role will require work outside of business hours from time to time.
- This role may include travel to client locations on occasion.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Senior Partnerships Specialist works under the broad direction of the Partnerships Manager and may at times support the Manager, Industry Experience & Global Skills on special projects. The incumbent will be able to work autonomously to deliver outcomes and understand when to escalate matters to senior staff members.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Senior Partnerships Specialist is expected to independently use judgement and initiative to make decisions relating existing policy and frameworks and apply to work assignments and projects. The incumbent will use their problem solving and sound judgement skills to foresee and address challenges relating to their programs and escalate any major issues to the Partnerships Manager.

The incumbent will have the discretion to innovate within their own function and take responsibility for outcomes relating to their assigned programs.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to perform work assignments guided by policy, precedent, professional standards and technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

3.4 RESOURCE MANAGEMENT

The incumbent is required to liaise with members of their team, the wider Faculty and stakeholder teams within the University to deliver on program objectives. The incumbent will manage suppliers and casual staff as required.

3.5 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application to support the implementation and continuous improvement of Partnership Programs with minimal direction. They will also use their
stakeholder engagement capability to engage teams within the wider Faculty and the University and to internally promote their projects.

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 Advancing Melbourne strategy that addresses 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.

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:

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.

6. **Other Information**

6.1 **ORGANISATION UNIT**

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.
6.2 BUDGET DIVISION

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