



## POSITION DESCRIPTION

Faculty of Business and Economics  
Academic Services

# Manager, Outreach and Engagement (School Programs)

<b>POSITION NO</b>	0063786
<b>CLASSIFICATION</b>	UOM 8
<b>SALARY</b>	\$119,742- \$129,607 (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	1 FTE
<b>BASIS OF EMPLOYMENT</b>	Continuing/ Full-time
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Jenny Williams Tel +61 3 0409 369123 Email <a href="mailto:Jenny.williams1@unimelb.edu.au">Jenny.williams1@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)

## ***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***

In line with the Advancing Melbourne 2030 objective to strengthen opportunities and recruit domestic undergraduate students from a range of diverse backgrounds to reach their full potential, the Faculty of Business and Economics has a strategic focus on widening participation aimed at supporting students from low SES, regional, rural, and remote communities, and financially disadvantaged backgrounds to gain access to and be successful in the Bachelor of Commerce.

This position will coordinate the development and delivery of new equity outreach programs for middle and senior secondary school students to attract students from diverse backgrounds, schools and communities, who may not have otherwise considered an education at Melbourne University. This will involve collaborating with internal and external stakeholders to develop and review learning content and workshops, and coordinating participation and delivery of programs to students from schools and groups that are under-represented in tertiary education. The position will build partnerships with schools in key target areas aligned with the key goals of outreach and widening participation. In addition, the position will work on expanding current programs and will support the delivery of current flagship programs such as She Commerce.

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

- Build on Melbourne Connect school outreach initially to offer curriculum enhancing activities to targeted High school outreach focusing on schools in the north and west metro Melbourne area, Bendigo and Shepparton. Approx 10 schools in year 1 with scope to expand
- Design, develop, and deliver practical hands-on workshops within schools that are aligned to secondary school curriculum, and highlight social impact through business, sustainable commerce, personal finance
- Develop and deliver campus immersion opportunities to support students from target regions and schools to attend campus for dedicated FBE experiences to build aspiration and enable access to career development and industry engagement activities

- Work with internal program partners across the faculty to run experiential learning opportunities within schools such as 'case competitions', roadshows and other commerce focused activities
- Support the delivery of the She Commerce flagship program for Year 9 female identifying high school students
- Increase promotion, awareness of equity-based scholarships and opportunities across target schools and networks to build participation and access for students from diverse backgrounds
- Deliver presentations and programs in schools and communities
- Develop mentorship programs connecting current FBE students or alumni from similar backgrounds with prospective students to provide guidance and support.
- Develop partner networks with regional and target schools and increase engagement with teachers and local community to enable on-going relationships and connection to FBE and local areas
- Develop evaluation and continuous improvement processes to ensure programs align with widening participation goals and meet deliverables
- Actively contribute to university wide networks that seek to increase engagement and provide support for diverse student cohorts
- Contribute to the wider Student Belonging and Communications team as a leader and an influencer, working cross-functionally with peers in the team, to develop effective workflow and communications that help achieve shared goals and success.
- Facilitate and host large scale events, workshops and presentations as required by programs.
- Support and participate in relevant functions and programs delivered by the broader Student Belonging and Communications team.
- 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 relevant tertiary qualification; or relevant experience in education or education programs in a cultural or public engagement environment
- Demonstrated experience in planning, developing and delivering education programs for secondary school audiences, and understanding of Victorian and National Secondary School Curriculum
- Demonstrated understanding of community diversity, with the proven capacity to draw upon related skills and expertise to develop and deliver equity programs that are targeted and responsive.
- Proven experience identifying, developing and maintaining relationships for defined outcomes with a wide range of partners, including internal and external stakeholders.
- High-level planning, organisational, event and project management skills, including coordinating staff for the effective delivery of events and programs, and evaluation and implementing continuous improvement practices.

- Effective written and oral communication skills, including experience in public speaking, and the proven ability to liaise at all levels with a culturally diverse group of people

## **DESIRABLE**

- Demonstrated experience in digital learning design platforms
- Experience managing a team of casual facilitators/trainers

## **2.2 OTHER JOB RELATED INFORMATION**

- Occasional work out of ordinary hours, travel within regional Victoria. During peak periods leave may be limited
- This position requires the incumbent to hold a current and valid driver's licence and access to a suitable vehicle as travel within metropolitan Melbourne and regional Victoria is a core requirement of the position.
- This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

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

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

This position works under the broad direction of the Manager, Student Belonging and Communications. The incumbent will be expected to work with a high level of independence and be self-motivated, prioritise workloads and plan ahead. This position will have the discretion to innovate within their function and is required to take responsibility for outcomes.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

This role requires high level judgement to navigate complexity within higher education and secondary education and requires critical thinking to design appropriate programs and solutions to support student development and aspiration to engage in higher education.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Professional knowledge is required, which comes from professional qualifications and/or professional experience in the education. Curriculum/learning design skills and presentation abilities are required.

### **3.4 RESOURCE MANAGEMENT**

The Manager, Outreach and Participation (School Programs) may from time to time supervise education and outreach staff and manage project budgets. The incumbent will be responsible for the development and implementation of local processes and

procedures that promote best practice and collaboration ensuring effective and efficient operational services

### **3.5 BREADTH OF THE POSITION**

The position will be responsible for managing stakeholder relationships and engagement with school contacts. The position will be responsible for the recruitment, training and supervision of student peer mentors.

## ***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 Student Belonging and Communications team deliver a portfolio of work to ensure the Faculty's undergraduate and post-graduate students are connected, successful and

feel a sense of belonging and purpose throughout their university journey, from commencement through to completion and graduation. The team is responsible for developing a suite of student engagement offerings to enhance Student Experience within the Faculty.

<https://fbe.unimelb.edu.au/bcom/career/your-community>

## 6.2 BUDGET DIVISION

<https://fbe.unimelb.edu.au/>

<https://fbe.unimelb.edu.au/about/join-fbe>

Through its leading research and teaching, the Faculty of Business and Economics at the University of Melbourne influences policy design, corporate governance, and business practices globally.

The Faculty of Business and Economics has been preparing students for exciting and challenging careers since 1924. The Faculty offers extensive undergraduate, graduate, and research higher degree study options through the Bachelor of Commerce, Melbourne Business School suite of postgraduate programs. There are more than 10,000 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. The Faculty is also the home of leading research masters degrees and the PhD. The Faculty hosts world class academics and professional staff, the brightest students, alumni, and other stakeholders. Since its establishment, the Faculty has produced a large number of leaders in business, government, and academia, in Australia and around the world. We are committed to enhancing our applied research outcomes, expanding our curriculum, and bolstering our connections with industry to help shape the world of business and economics in Australia and internationally.

The Faculty seeks to welcome and value the unique contributions of people from all backgrounds. We are committed to diversity and inclusion practices to achieve our vision through the policy of relative-to-opportunity performance evaluation and initiatives such as Faculty Carer's Travel Support Scheme, Professional Development Programs, Awards for excellence in teaching and research.

## 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>