

Position Description – Senior Coordinator, Student Career Development

Position Details

Position Title:	Senior Co-ordinator, Student Career Development
Position Number:	TBC
College/Portfolio:	Education
School/Group:	Careers & Employability
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	Hew-8
Employment Type:	Fixed Term 1 year
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Careers & Employability

RMIT Careers and Employability collaborates with stakeholders on key curricular, co-curricular and employment services and activities that help build the employability of our students and graduates.

Our mission is to work collaboratively with Schools and Colleges on curriculum and co-curricular approaches, enhance staff capability and further engage with industry and community to:

- enhance student employability
- increase graduate employment outcomes
- empower students to start the careers they aspire to.

At RMIT "employability" is defined as the lifelong ability to find and create work opportunities across different and changing contexts. The nature of work is changing and the skills and experiences that our graduates develop are critical to their future employability

Position Summary

The Senior Co-ordinator, Student Career Development is responsible for the delivery of innovative and responsive student facing services. The Senior Co-ordinator will manage the day to day operations of a team of Careers consultants and a team of peer to peer Job Shop Assistants. The role will lead, develop and motivate staff involved in the delivery of the services and strategic initiatives directly linked to enhancing students' and graduates' employment outcomes. Focused on high quality service delivery the professional development and training element of the role is key. Managing the Job Shop spaces in the City, Brunswick and Bundoora the role will ensure a seamless delivery of the student facing services provided by Careers and Employability.

Reporting Line

Reports to: Claire Ward, Manager Career Development Education

Direct reports: Six x Careers Consultants plus Job Shop Assistants (students as staff)

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Manage a team of professional careers staff and develop staff capability to meet the changing needs and demands of a user-oriented service.
- Lead the face to face and online service delivery of RMIT student career development services.
- Activate Job Shops spaces across campuses creating a vibrant and highly valued student experience and meeting KPIs around service delivery and providing a seamless model for students and graduates.

- Manage the selection and recruitment of Career Consultants and Jobs Shop staff. Focus on development of talent pool for qualified Career Consultants and robust support and development of student staff.
- Coach staff for effective performance, inspire confidence, enthusiasm and commitment and instil a service culture.
- Build profile and reputation of Career Development Education Team and Job Shop services across Colleges and departments throughout RMIT.
- Manage workloads, budgets and project timelines effectively and efficiently to allow the service to adapt to changing employability needs of RMIT students and graduates.
- Develop discipline specific career services in partnership with internal and external stakeholders
- Deliver a best practice service to students and graduates by maintaining currency of knowledge around innovative service delivery trends.

Key Selection Criteria

1. Significant experience in developing and delivering innovative careers services and programs to support student and graduate career development needs both face to face and online.
2. Significant successful experience in a leadership role including coaching and supporting staff which include qualified Career Consultants.
3. Proven ability to manage workflows of staff whilst balancing a range of stakeholder requirements and needs.
4. Proven project management expertise and a demonstrated capacity to deliver on time and within budget.
5. Experience in communication campaigns to build student and graduate engagement with a Careers Service including setting and meeting KPIs around engagement.
6. Confident communication skills for consulting and collaborating with stakeholders inside and outside the RMIT community.
7. Extensive experience of the recruitment lifecycle and an understanding of employer expectations of students and graduates with the ability to apply this with impact in a tertiary learning environment.

Qualifications

An undergraduate degree plus a post graduate qualification in Career Development and extensive relevant experience

Note: Appointment to this position is subject to passing a Working with Children Check.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Judie Kay Title: Director, Careers & Employability Date:
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