POSITION DESCRIPTION

Position Title: Manager, Student Employability
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: 3025365
Type of Employment: Full time, Fixed term for 14 months
Classification: Hew Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the Faculty, please visit: www.eait.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Manager, Student Employability is responsible for the development, implementation and management of employability and placement related activities for the benefit of students studying within the Faculty of Engineering, Architecture and Information Technology (EAIT) at The University of Queensland.

A key focus of the role is to strategically develop and manage initiatives that enhance student and graduate employability through multiple activities and interventions. Pivotal to this role is the strategic development and enhancement of partnerships with industry to create a pipeline of placements and other employment related opportunities for students.
This position is responsible for setting the strategic direction of the employability function, in consultation with other key members of the Faculty leadership team, and provide day-to-day management of the Student Employability Team.

**Duties & Responsibilities:**

Duties and responsibilities include, but are not limited to:

**Business Development**
- Research, develop and manage strategic relationships with industry to enhance student placement and employability opportunities.
- Build and maintain positive working relationships with students, staff and industry to achieve favourable outcomes for student placement and employability initiatives.
- Act as primary point of contact for external organisations that wish to engage with students from the Faculty for their candidate attraction activities and programs.

**Internal Liaison**
- Liaise, consult directly with staff members across the university, and develop key relationships in order to establish and deliver strategic priorities related to student employability.
- Liaise and consult with internal UQ stakeholders (e.g. Student Services, UQ Legal Office, UQ Student Employability Centre & Finance and Business Services) to ensure EAIT student placement opportunities are well communicated, supported and are connected into other relevant UQ and Faculty objectives and programs/projects.
- Ensure students are informed of processes and responsibilities associated with placement opportunities.

**Marketing & Promotion**
- Profile initiatives with students, academics and broader UQ community that lead to an increase in the awareness, understanding, value, and subsequent participation in services offered by the EAIT Student Employability Team.
- Coordinate and develop websites and marketing collateral for promotion to external stakeholders and students of placement and employability initiatives, in consultation with the EAIT Marketing and Communications Team.
- Increase engagement opportunities and the profile of the Student Employability Team by managing and attending functions and events.

**Information Management and Reporting**
- In consultation with UQ Information Technology Services and other relevant stakeholders, ensure systems related to the management of placements and client relationships are implemented.
- Ensure all information regarding student placement and industry liaison activities across the Faculty is recorded to provide robust management information reporting.
- Provide timely and useful management information to relevant stakeholders.
- Conduct regular analysis of labour market information, job opportunities and trends in student employment markets.
- Develop both standard and ad hoc agreements for industry placements, internships, research placements and industry theses, liaising with legal services and academics in regards to IP and other publishing requirements.
**Student Employability Activities**

- Lead the development and implementation of the EAIT student employability plan and further refine the initiatives to ensure they meet the employability goals of the Faculty and the University.
- Manage the co-ordination and development of key employability projects within the Faculty and ensure effective roll out of initiatives with a view to positively impact the university’s employability objectives.
- Lead the EAIT Student Employability Team to organise and facilitate student employability related activities and initiatives.
- Participate in working parties and steering committees that relate to placement or employability.

**Staff Management**

- Manage staff within the EAIT Student Employability Team including conducting performance planning and review in accordance with the University’s Recognition and Development Program, examining training needs and coordinating staff development.
- Monitor workloads and distribute tasks as necessary.
- Lead and support members of the EAIT Student Employability Team in the planning, design and delivery of employability initiatives.

**Other**

- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987).
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956).
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities).

**Selection Criteria**

- Relevant tertiary qualifications and extensive relevant experience; or an equivalent combination of relevant experience and / or training.
- Demonstrated knowledge of employment trends, recruitment strategies and their implications for undergraduate and postgraduate students preparing to enter the workforce.
- Sound knowledge of university degree structures, employment related skills, graduate opportunities, and an understanding of work-integrated learning.
- Advanced knowledge of customer relationship, stakeholder management and sales / marketing concepts that impact on business development.
- Advanced interpersonal skills, including effective liaison and negotiation skills needed to develop and establish cooperative working relationships with the private sector and the wider University community.
• Self-motivated with the ability to work under pressure, adhere to strict deadlines, use initiative and have an adaptable and flexible approach to complex problem solving

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.