POSITION DESCRIPTION

Position Title: Employability Specialist
Organisation Unit: BEL Faculty Student Employability Team
Position Number: 3026066
Type of Employment: Full-time, Fixed Term
Classification: Hew Level 6

THE UNIVERSITY OF QUEENSLAND

The Federal Government’s 2012 Excellence in Research for Australia (ERA) exercise confirmed The University of Queensland as one of the nation’s top three universities, measured by the quality of its comprehensive range of specialised research fields. ERA reported that research at UQ is well above world standard in more specialised fields than at any other Australian university; this reflects UQ’s leading global role in many areas of discovery. UQ’s outstanding critical mass offers researchers significant interdisciplinary capability.

UQ integrates its research strengths with excellent teaching and learning and has won more national teaching awards than any other Australian university. International university rankings highlight UQ’s excellence: Academic Ranking of World Universities (Shanghai Jiao Tong), Times Higher Education, QS and National Taiwan University Ranking all rank UQ in the top 100. UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

UQ’s 45,500-strong student community includes more than 10,000 postgraduate scholars and more than 11,000 international students from 162 countries. The University has more than 7,000 academic and professional staff and a $1.6 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 eight institutes. The institutes — funded by government and industry grants, philanthropy and commercialisation activities — have built scale and focus in research areas that UQ regards as strategically important.

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. The University’s successes are underpinned by our values. For more information on UQ’s mission, vision and values please go to http://www.uq.edu.au/about/mission-statement.

Organisational Environment

The aim of the Faculty of Business, Economics and Law is to be a centre of excellence in business, providing quality education and leadership in research for the benefit of our graduates and the wider community. The Faculty incorporates the Schools of Business, Economics, and TC Beirne School of Law at the St Lucia campus. Nearly 8,000 students study with the BEL Faculty, and the Faculty has an alumni body of over 50,000.
Faculty members have achieved numerous teaching and research awards. In addition to outstanding academic performance, Faculty members maintain close links with the public and private sectors in Australia and internationally. Many of our Faculty members have worked extensively outside universities and held senior positions in business. A number of Faculty members have, and continue to play, leading roles within national and international professional bodies.

The Faculty of Business, Economics and Law offers a variety of undergraduate and postgraduate programs which allow for a wide range of specialisations or concentrations, with a high degree of relevance to employers. Programs are designed for students with aspirations of becoming leaders in the "business and law" sectors and to help develop their expertise and equip them for a rewarding career.

The Faculty has the highest number of international students enrolled at undergraduate and postgraduate level in the University equating to approximately 30% of the student population. The Faculty continues to experience significant growth in this area. International students come from all continents and regions with over 130 countries represented. The Faculty allocates specific resources to helping these students gain employment during their time at UQ or upon completion of their studies.

The Faculty Executive Dean sets the strategic direction of the Faculty in respect of its teaching, research and external and community relations activities. The Executive Dean is accountable for the academic programs offered by the Faculty, and is responsible for financial, staff and physical resources, and a range of other activities such as the development of research, national and international marketing and the promotion of government, business and community links. The Executive Dean is a key representative of the University to the external community.

The Faculty Office is responsible for the management and coordination of academic administration, human resources, finance, marketing, external relations, international relations and student employment services. Facilities available to students include a Faculty Collaborative Learning Centre which offers extensive computing facilities for teaching and private study.

The Faculty Office is a busy but friendly environment and is committed to the development of its staff. The Faculty office is located at the St Lucia campus. Further information about the Faculty can be obtained from its web site at http://www.bel.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 BEL Student Employability Team (SET) is dedicated to support students develop their employability skills, access opportunities and manage their career.

SET partners with internal stakeholders, external employers, alumni, businesses, government and community organisations to develop and deliver initiatives which contribute to enhanced student and graduate employability.
Working both autonomously and with the wider team, the role of an Employability Specialist includes managing and delivering a portfolio of BEL faculty discipline specific employability development programs and services for undergraduate and postgraduate students. Examples include:

- Career exploration and self-reflection programs and resources
- Curriculum based or programme specific professional development
- Facilitating opportunities for volunteering, internships, employment and graduate jobs
- Large group workshops and events co-run with employers
- Project work with the not for profit sector
- Work integrated learning (WIL) and work experience placements
- Mentoring and industry engagement
- Real-life simulated recruitment assessment programs
- Individual consultations
- Internal business improvement projects

**Duties**

Duties and responsibilities include, but are not limited to:

**Business Development and Liaison**

- Develop and maintain connections and networks with industry professionals, employers, alumni and partners to aide achievement of SET, Faculty and University outcomes.
- Build and maintain positive working relationships between students, staff, industry and government to achieve favorable outcomes for student employability and graduate employment initiatives.
- Consult with employers to offer value-adding solutions to their candidate attraction activities/programs.
- Correspond with host organizations and manage documentation as relevant (e.g. placement legal deeds, OHS, insurance service level agreements, project briefs, marketing etc.).
- Liaise with key stakeholders, academic and professional staff within the BEL Faculty’s 3 schools to establish priorities pertaining to employability and market trends.

**Student Careers and Employability Development**

- Design and run *portfolio relevant* employability development programs and services to assist students identify suitable career paths, develop and practice professional skills, gain work experiences, become work ready, and connect with industry. Example of programs and services currently offered are listed here [https://bel.uq.edu.au/set#programs](https://bel.uq.edu.au/set#programs).
- Enable students to make sound careers choices and develop the necessary personal skill for effective CV development, personal presentation and success in job hunting and interviews.
• Contribute to the development of resources and training material to help students develop their industry awareness and manage their careers.

• Develop and project manage events, workshops and opportunities that focus on enhancing employability skills development and providing networking opportunities;

• Run mock recruitment processes such as assessment centers, interviews, case studies and role plays with the purpose of preparing students for career success and providing them real time constructive feedback.

• Facilitate and manage industry placements (e.g. WIL industry placements, unpaid work experience, project work in the community sector, mentoring placements, internships and graduate opportunities).

**Promotion**

• Create and implement business improvement strategies that lead to an increase in the awareness, understanding, value, and subsequent participation of SET initiatives.

• Attend and run regular networking events with internal and external stakeholders, students and alumni.

• Assist external organisations in the development, advertising and promotion of industry work experience and graduate employment opportunities

• Liaise with internal UQ stakeholders to ensure career and employability development activities are well communicated, supported and are in line with other relevant UQ objectives and programs/projects.

• Develop relevant marketing content for social media platforms, websites and printed collateral.

**Management of Information**

• Contribute to the development, implementation and maintenance of systems and processes to record all student and client activities in order to provide robust management reporting.

• Provide timely, accurate and relevant information to management on various aspects of programs and activities when requested.

• Maintain and manage student and stakeholder records in accordance with University Policy, Code of Conduct, and confidentiality agreements.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• the [University’s Code of Conduct](#)

• requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School

• the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Director of the BEL SET.

SELECTION CRITERIA

• An undergraduate degree or an equivalent combination of relevant experience and/or education/training in a portfolio relevant discipline (e.g. Business/Economics/Law or HR/Psychology/Career Development).
• Extensive experience in industry sectors relevant to Business/Economics/Law and/or in areas related to recruitment, employment, talent acquisition, or career development.
• Sound knowledge of university degree structures, employment trends, career development, recruitment strategies, entrepreneurship, WIL, training and their implications for employability development for students and graduates.
• A professional and enthusiastic approach to establish, deliver and maintain high quality, innovative and scalable employability development programs (including industry placement programs).
• High level of communication skills, both written and oral, including the ability to deliver group presentations and convey complex information persuasively.
• Knowledge of customer relationship, stakeholder management and sales/marketing concepts that impact on business development.
• Ability to work autonomously and flexibly within a team environment to manage workflow, co-ordinate projects and programs, improve processes, and achieve objectives, in order to ensure individual, organisational and unit goals are met;
• Demonstrated competence and proficiency with computer applications such as Microsoft Office, email, internet applications, social media, databases and content management systems.
• Excellent interpersonal skills including the ability to negotiate effectively with wide variety of stakeholders at all levels and from culturally diverse backgrounds with integrity, diplomacy and sensitivity.
• A strong orientation and commitment to providing exemplary customer service to all.
• Ability to design learning material, marketing collateral and relevant program policy handbooks.
• Demonstrated ability to follow complex policy, due diligence and administrative requirements in large organisations.
• Adaptability and flexibility in approach to problem-solving to meet changing needs.
• Certificate IV (or higher) in Career Development or willingness to undertake the program.

The University of Queensland is committed to equity, diversity and inclusion.