POSITION DESCRIPTION

Position Title: MBA Careers Manager
Organisation Unit: UQ Business School
Position Number: 3027228
Type of Employment: Full-time, Continuing
Classification: HEW Level 9

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 UQ Business School is located on the St Lucia campus with a staff of approximately 158 academic staff; 180 equivalent tutors and 73 professional staff. The School leases space in the Brisbane central business district in Central Plaza 1 where it offers core MBA courses and provides executive education and function facilities.

The School has seven main areas of academic strength represented by discipline clusters – accounting and accountability; business information systems; finance; management; marketing; strategy; and tourism with an associate professor reporting to the Head of School leading each cluster. Currently, the School has over 8,390 students enrolled in its programs: 6,201 at undergraduate level; 2,035 at postgraduate coursework level; and around 160 in research higher degree programs. Approximately one-third of the student body are international students, mostly from the Asia-Pacific region.

The School’s mission is to achieve national and international recognition as being among the best research intensive business schools in the Asia-Pacific region. The School carries AACSB International and EQUIS accreditation – the first school in Australia to receive AACSB and EQUIS accreditation across the full range of programs. The School also carries UNWTO accreditation and is the only School in Australia to hold such accreditation. The School enjoys strong research links with leading international research schools.

Information about the Business School may be accessed on the School’s website at www.business.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

The Master of Business Administration (MBA) Program is one of the flagship programs of the School. UQ Business School’s MBA is ranked 1st in Australia and 10th in the world and is the highest rated MBA outside of the United States and Europe according to The Economist. For the past twelve years we have also been awarded the highest possible rating from Australia’s most influential rating body, the GMAA.

Primary Purpose of Position

This position is responsible for generating an overarching strategy that builds on the success of UQ Business School MBA by: (a) developing industry connections into the MBA to enrich student experiential learning; (b) creating a web of holistic career development skills for MBA students; and (c) developing recruitment strategies for MBA graduates.
Duties

Duties and responsibilities include, but are not limited to:

**Industry Connections into the MBA Program**

- Actively promote and profile the School within industry circles, focusing on those industries as indicated by the Head of School and MBA Director, to develop a network of industry executives connected to and interested in contributing to the School.
- Provide input to MBA tactical and strategic marketing plans and activities and participate in these activities.

**Career Development Skills for MBA Students**

- Establish contact with all new MBA students, develop and update career plans and maintain close career management relationships with all students, particularly as they approach graduation.
- Develop a detailed understanding of key target sector employment requirements through research as to what non-academic skills (e.g. personal presentation, public speaking, self-awareness, career readiness) are sought in excellent MBA graduates.
- Inform MBA Director of outcomes of research and develop a web of career skills development workshops for MBA students to undertake in progression throughout the MBA program.
- Source experts to lead the workshops and develop measures for the effectiveness of the workshops.
- Develop mentoring strategies for MBA students, as distinct from recruitment strategies.
- Gain detailed understanding of the content, approach and career development outcomes in the first course undertaken in the program, Management Frameworks through close liaison with the facilitators.

**Recruitment Strategies for MBA Graduates**

- Develop a network of industry contacts as a source of local and interstate employers.
- Place MBA graduates into employment and monitor success rates of MBA graduate placements through indicators agreed with MBA Director and Head of School.
- Liaise with MBA and Business, Economics and Law Faculty alumni to maintain relationships and interact with School’s Alumni and Marketing Coordinator to facilitate increased MBA alumni connections.
- Arrange on-campus meetings between micro groups of MBA students and target employers.
- Examine feasibility of on-campus recruitment.
- Promote UQ Business School MBA graduates as preferred candidates.
- Analyse the employment market across a variety of target sectors, and report on any observed deficit in graduate attributes demanded.

**Business Development**

- Build and maintain relationships with senior executives to engage with recruitment and professional development activities for MBA students.
- Participate in MBA student recruitment activities, information evenings etc.
- Travel nationally and possibly internationally to promote the MBA to potential employers and students.
**Staff Management**

- Supervise the MBA Careers Consultants.
- Allocate workloads and conduct performance planning and review in accordance with the Recognition and Development Program, examining training needs, and coordinating staff development.

**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 School Manager and is responsive to the MBA Director and Deputy Director, MBA.

**SELECTION CRITERIA**

- Postgraduate qualifications with a minimum of five years of management experience, or an equivalent combination of relevant experience and/or education/training (higher education exposure preferred).
- Specialist experience in at least two of the following areas of expertise is required:
  - Executive Recruitment
  - Careers and Employment
  - Business Development
- Experience in developing and implementing strategic engagement plans, including sound judgment, the ability to make timely decisions and to come up with innovative solutions/approaches.
- Excellent communication and customer service skills, both written and oral, including the ability to facilitate events, deliver group presentations, lead meetings and liaise with people at all levels.
- Access to, or the ability to negotiate access to, a strong network of industry connections.
- Experience developing and maintaining a comprehensive CRM database with the ability to analyse and report on success.
- Knowledge, or the ability to rapidly acquire such knowledge, of what is required for MBA graduates to be ‘career ready’.
- Knowledge of how to conduct candidate and employer interviews to assess suitability and skills.
- Adaptability and flexibility to approach problem-solving to meet changing needs.
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.