POSITION DESCRIPTION

Position Title: Employer Liaison Officer
Organisation Unit: Student Employability Centre
Position Number: TBA
Type of Employment: Fixed Term, Full Time
Classification: Hew Level 6

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 Student Affairs Division within the portfolio of the Deputy Vice Chancellor Academic is comprised of Student Services, Student Employability Centre, and the UQ Health Service. The division focuses on helping UQ students at St Lucia, Gatton, and Herston campuses succeed in their studies and make the most of their UQ student experience by:

- Providing a range of support services that effectively meets the needs of the UQ student population,
- Working across the UQ Community to drive strategies to strengthen the quality of the overall student experience,
- Facilitating access to experiences that assist students to reflect UQ graduate attributes and enhance their employability

The Student Employability Centre is custodian of the UQ Employability Award, and coordinates and promotes a wide range of activities across UQ that empower students to enhance their employability including: global mobility; entrepreneurship and innovation; volunteering and mentoring; undergraduate research experiences; and leadership development opportunities.

The Centre enhances student employability through a focus on experiential learning, ensuring that students are able to capitalise on the benefits of the University’s diversity, research reputation and capacity, international partnerships, and strong links with industry and the professions.

The Centre also provides financial supports to enable students to access experiences, as well as supports to translate, articulate, and transfer these experiences into the workplace.

Further information about the Student Employability Centre can be found at: https://employability.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-ug

DUTY STATEMENT

Primary Purpose of Position

Working both autonomously and with the Careers Service manager, the Employer Liaison Officer will communicate with industry to facilitate experiences, events and opportunities to support student employability and career opportunities. This includes coordinating employer participation in recruitment events, Careers Fairs, employability activations and student and graduate job opportunities listed on StudentHub.

The position will work collaboratively with other offices within and outside UQ and will assist the Careers Service Manager as required.
Duties

Duties and responsibilities include, but are not limited to:

• Under the direction of the Careers Service Manager, coordinate high impact and sustainable employer initiatives designed to engage students of the University of Queensland.
• Collaborate and build productive relationships with internal and external stakeholders and identify opportunities to profile industry and career opportunities available to students.
• Provide support to Faculties and Units as the primary point of contact for employer initiatives.
• Liaise with and host external presenters and guests.
• Ensure appropriate and timely advertising and promotion of engagement initiatives through all relevant channels; eg: websites, print and email invitations, newsletters, staff news, external websites, social media.
• Assist in promoting initiatives that lead to an increase in the awareness, understanding, value and subsequent participation in placements and employer activities by students.
• Work closely with the Student Affairs Events and Marketing team to liaise with external suppliers to negotiate the best outcome for all aspects of the events including venue hire, catering, photography, audio visual requirements etc.
• Liaise with other faculties and schools regarding employability initiatives.
• Liaise with marketing and communications staff to provide up-to-date content for relevant channels as needed for employability marketing purposes.
• Coordinate internal communications about employability engagement activities and outcomes to staff across the university, including providing any written reports for publications.
• Provide support for other areas of work within the careers team during times of peak activity if required.
• For key events, your availability outside normal working hours may be required.
• Being available to work after hours from time to time including on weekends.
• Facilitate the development, delivery and evaluation of promotional activities and integrated communications for employability events.
• Collaborate with marketing and events colleagues on major activations, university-wide events, and new employability initiatives.

Administration

• Assist external organisations to advertise and promote placement opportunities through social media, website and StudentHub.
• Coordinate and assist with improving processes and standard operating procedures in relation to administrative tasks associated with placements and employability related activities.
• Ensure that data and records are updated with accuracy and in a timely manner.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- 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 of 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 Manager, Careers Service within the Student Employability Centre; a division of Student Affairs.
SELECTION CRITERIA

Essential

- Completion of a bachelor degree and at least 3 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.

- Well-developed interpersonal skills, including the ability to communicate effectively with key external stakeholders and staff at all levels of the University, negotiate effective outcomes and work effectively as a member of a team.

- Strong organisational skills, and demonstrated ability to prioritise own workload, meet deadlines and work with a high level of accuracy and attention to detail and in accordance with policies and procedures.

- A strong orientation to the provision of a high level of customer service in a high-volume environment, with strong problem solving skills, demonstrated initiative, agility and openness to change.

Desirable

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to Roberto Lopez-Vega r.lopezvega@uq.edu.au.