Position Description

Title: Faculty Engagement Manager, Faculty of Science and Engineering

HEW Level: 9

Faculty/Office: Deputy Vice-Chancellor (Corporate Engagement & Advancement)

Position Number:

Department/Team: Corporate Engagement

Date: June 2017

Position Purpose: To support the implementation of the University’s Corporate Engagement and the Faculty’s engagement strategy in partnership with Faculty of Science and Engineering in order to advance the faculty’s research, learning and teaching outcomes.

ORGANISATIONAL CONTEXT

The DVC Corporate Engagement and Advancement is accountable for achieving the strategic goals for the University with regard to domestic student recruitment, corporate engagement, incubation and entrepreneurship, advancement and the Macquarie University brand. Corporate Engagement seeks and secures strategically aligned partnerships, across a range of sectors to deliver on the University’s strategic priorities.

They work in conjunction with faculties to ensure potential engagement opportunities align with the academic mission and vision.

The Faculty of Science and Engineering’s aim is to make a significant and valued contribution to addressing the opportunities and challenges of our times through a commitment to excellence in scientific and engineering research. Over the years, the Faculty has been the home of a number of areas of research excellence, and led many significant initiatives including pioneering climate change research, the commercialisation of WiFi, photonics, evolutionary biology, and internationally leading research in Earth’s crustal systems. The Faculty has also promoted the growth of science through its various research centres, including the Climate Futures Centre, Centre for Core to Crust Fluid Systems and Risk Frontiers.

ORGANISATION CHART

[Organisational chart diagram]

[Diagram showing the hierarchy of roles and responsibilities within the Corporate Engagement and Advancement division, including Executive Dean, Associate Dean Corporate and Industry, Faculty General Manager, Executive Director Corporate Engagement, Director Incubation and Entrepreneurship, Director Cochlear Macquarie University Partnership, Personal Assistant/Office Manager, Faculty Engagement Managers * 6 FTE, Support Officers * 2 FTE, Central Corporate Engagement * 5.5 FTE.]

Office of Corporate Engagement/ Faculty Engagement Manager

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### KEY ACCOUNTABILITIES

- Support the implementation of University’s Corporate Engagement and Faculty engagement strategy, to develop and help steward strategic partnerships that align with the University’s strategic vision and objectives.
- In collaboration with the Associate Dean Corporate and Industry, identify and develop partnership opportunities that facilitate industry engagement to enable the Faculty meet their objectives in research and teaching strategies.
- Promote the Faculty of Science and Engineering to external strategic partners to advance research, learning and teaching outcomes.
- Build and strengthen mutually beneficial relationships with internal and external partners to develop and manage strategic partnerships.
- Work in collaboration with the Associate Dean Corporate and Industry and other Faculty Engagement Managers and Corporate Engagement colleagues to realise the full potential of strategic partnerships across the institution.
- Ensure Faculty engagement activities are in alignment and well-coordinated with the University's Corporate Engagement strategy and activities.
- Manage projects that arise from corporate engagements and other strategic partnerships at the faculty, leading to successful outcomes, in collaboration with internal and external partners.
- Evaluate, record and report on the outcomes and impact of Faculty engagements.
- Provide guidance to members of the Faculty on the preparation of proposals and partnership governance.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for this classification

### POSITION CONTEXT

**Reports to:**
- Executive Director, Corporate Engagement
- Associate Dean Corporate and Industry, Faculty of Science and Engineering (dotted line)

**Positions Reporting to:**
- Direct: Nil
- Indirect: Nil

**Key Direct Clients:**
- Relationship Partnership Managers (Research Office)
- Professional and Community Engagement team (PACE)
- Associate Dean (Research), Faculty of Science and Engineering
- Associate Dean (International), Faculty of Science and Engineering
- Faculty Heads of Department
- Faculty Research Manager, Faculty of Science and Engineering
- Key contacts in relevant corporate partner organisations
- Office of Corporate Engagement team members
- Director Macquarie Park Innovation District
- Faculty Executive and staff

**Other Key Relationships:**
- DVC CEA
- Director, Commercialisation & Innovation
- Executive Director, Advancement
- Other partners of the faculty
- Faculty based academics and management

**Budget Accountability:**
- Nil

**Role-specific Conditions:**
- Work hours may vary to accommodate attendance at work related functions/events

**Scope and autonomy**
- Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise.

**Problem solving**
- Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs.
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Collaborative approach</strong>: Works effectively within a team environment.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Energy</strong>: Approaches tasks with energy and pace.</td>
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<td><strong>Service Focus</strong>: Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with internal and external partners</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Influence and Persuasion</strong>: Gaining other people’s buy-in and engaging their support.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree or relevant experience in business, management or related discipline
- Understanding corporate engagement principles
- Understanding of the STEM disciplines
- Understanding relationship management and project management principles

### KEY EXPERIENCES
Practical experiences and exposure to specific environment or activities related to successful performance.

- Working in commercial environments
- Working in multi-faceted, complex organisations
- Communicating complex information to a range of audiences
- Coordinating/managing multiple projects simultaneously
- Negotiating, preparing and managing successful partnership agreements
- Internal and external relationship management at a range of levels

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.

- Knowledge of the DVC Corporate Engagement and Advancement portfolio’s functions and structure
- Knowledge of the Faculty functions and structure
- Knowledge of the faculty’s functions and structure
- Knowledge of the DVC Corporate Engagement and Advancement portfolio’s policies, systems, processes and procedures
- Knowledge of the Faculty policies, systems, processes and procedures
- Knowledge of how the University works and how relevant functions across the University interrelate