# Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Career Development Manager - MBA</th>
<th>HEW Level:</th>
<th>HEW 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Office:</td>
<td>Macquarie Business School</td>
<td>Position Number:</td>
<td></td>
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<tr>
<td>Department/Team:</td>
<td>Learning &amp; Teaching</td>
<td>Date:</td>
<td>August 2019</td>
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**Position Purpose:** Manage and lead the provision of high-impact, innovative career development programs and employability initiatives for MBA students to achieve relevant goals in line with the careers & employability strategy for the Business School.

## ORGANISATIONAL CONTEXT

The Macquarie University Business School is the largest Faculty within Macquarie University and one of Australia’s largest business schools with over 16,000 students. It offers quality undergraduate and postgraduate business education courses that are accredited by relevant leading professional associations.

The Learning and Teaching unit within the Business School is responsible for managing the student learning experience and managing the staff teaching experience.

The Careers team within the Learning and Teaching unit – led by the Associate Director, Careers – manages and implements the careers strategy and functions for the Business School. It is responsible for the development and implementation of a comprehensive Careers Strategy and of a careers team that empowers students to acquire and apply career management skills to reach their professional goals. The careers team actively partners with related functions within the Business School and the broader University – including Professional and Community Engagement (PACE), the Career & Employment Service, Student experience, mentoring, alumni, and other internship and employability initiatives – and with industry and professional bodies. This role, which is part of the careers team, manages and leads the development and provision of impactful careers programs and opportunities for MBA students and recent graduates in line with the careers and employability strategy for the Business School.

## ORGANISATION CHART

![Organisation Chart](image-url)
### KEY ACCOUNTABILITIES

- Manage and lead the development and provision of high-impact, innovative careers programs and opportunities, in or alongside curriculum, to meet the needs of MBA students, and Business School graduates, in line with the vision and careers strategy, including internships and MBA recruitment programs, Living Case Study, digital career advancement/transition module, mentoring programs and Careers Connect event series.
- In conjunction with the Associate Director, Careers to manage resourcing needs, including external or institutional partnerships/collaborations/subscriptions/events, for effective careers program delivery.
- Work with Alumni Relations team to promote and design specific careers programs for recent graduate /young alumni aligned with the Alumni strategy.
- Evaluate, review and measure career development programs to demonstrate their qualitative and quantitative impact on students.
- Build and maintain corporate/alumni relationships, in collaboration with Corporate Engagement and Alumni Relations teams, to generate industry/alumni involvement in careers programs and internship/employment opportunities for students.
- Contribute to the development of Work-Integrated Learning/internship offerings to help MBA students apply their career learning, and gain practical experience and industry connections.
- Provide careers support assistance (consults, enquiries, resources, referrals) to MBA students.
- Manage career development program communications, and actively contribute to social media activities, and other online/web content.
- Assist the Associate Director, Careers in line with the strategy, AACSB requirements and MBA reporting standards, to compile and communicate Business School Graduate employment data (GOS, ISB and MBA related) and contribute to QS rankings, MBA rankings submissions, and other reporting requirements.
- Keep up to date with legislation, policy and practices, including job market/recruitment trends, career development best practice and research to continuously innovate careers programs/initiatives and recommend new approaches to the careers team.
- Assist with creating a connected and active Business School community, with an understanding of employability, our career programs/graduate outcomes and work/industry trends to enable all members (staff, students and partners) to co-construct student's career development and employability.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

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<thead>
<tr>
<th>Reports to:</th>
<th>Associate Director Careers, FBE</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Nil</td>
</tr>
</tbody>
</table>
| Key Direct Clients: | Associate Dean, Learning and Teaching  
Associate Dean, Programs and Pathways (Postgraduate)  
Associate Dean, Corporate Engagement  
Associate Director, Alumni Relations  
MGSM Director  
MGSM/MQBS Course Directors  
MQBS Academics, including MGSM adjunct lecturers  
MQBS PACE  
MQ Careers & Employment Service  
Immediate team members  
MQBS students  
MQBS alumni  
Employers and Professional Associations |
| Other Key Relationships: | Student Clubs  
MQBS Student Unit Reps  
MQBS Industry Advisory Boards  
MBA Career Services & Employer Alliance (MBACSEA)  
NAGCAS  
MQ Staff |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Out of hours and some out of hours attendance at careers/networking/industry events may be required |
| Scope and autonomy | Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives. |
| 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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<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected and changing circumstances.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<tr>
<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<tr>
<td><strong>Influence and Persuasion:</strong> Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<tr>
<td><strong>Communication:</strong> Effectively grasp and convey complex ideas and concepts to others.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Relationship Management:</strong> Establish and maintain effective working relationships and collaborations with internal and external clients.</td>
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<tr>
<td><strong>Leading and Directing:</strong> Taking the lead and exercising influence when managing complex situations and/or making critical business decisions.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

Degree business, career development, management, education, project management or other related disciplines. A minimum of 5 years’ experience in either career development, recruitment, human resources, learning and development or other equivalent industry experience.

Demonstrated knowledge of the Professional Standards for Australian Career Development Practitioners, including its code of ethics.

Knowledge of employment trends, recruitment strategies and their implications for graduates/professionals preparing to enter the workforce.

Presentation, report-writing, project management and computer skills.

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

Knowledge of the School’s/office’s functions and structure.

Knowledge of the School’s/office’s policies, systems, processes and procedures.

Knowledge of how the University works and how relevant functions across the University interrelate.

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

Demonstrated experience in developing and delivering career education and development programs and informational resources.

Interpersonal skills with proven ability to liaise effectively at all levels with a diverse range of people using tact, discretion and confidentiality where necessary.

Building and managing relationships, networks and partnerships, including with external partners and agencies.

Coordination of high profile events and development of communications plans.

Delivering projects against pre-agreed milestones and to budget.

Experience in synthesising qualitative and quantitative data and writing reports, presentations and briefings.