



Position Description

College/Division:	ANU College of Business and Economics (CBE)
Faculty/School/Centre:	CBE Careers and Student Employability
Position Title:	Deputy Manager
Classification:	ANU Officer Grade 8
Responsible to:	CBE Careers and Student Employability
Number of positions that report to this role:	1-4

PURPOSE STATEMENT:

The ANU College of Business and Economics (CBE) aims to provide our students and alumni with excellent professional development platforms for a successful global career. The Deputy Manager will be part of a dedicated student-facing team responsible for the implementation of work integrated learning programs for current CBE students as well as professional skill development initiatives and career opportunities for CBE students and alumni. The Deputy Manager is a specialist professional supporting ANU and CBE core objectives of creating a holistic educational experience, which goes beyond the narrow confines of the classroom and that ensures our students are sought after by employers - nationally and internationally.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Deputy Manager is a member of the CBE Careers and Student Employability team. Under the broad direction of the Manager, CBE Careers and Student Employability, the Deputy Manager applies an in-depth understanding of career education in the higher education sector and the student employment market to inform the development, implementation, and evaluation of services and programs supporting the strategic objectives of the university, the College, and the CBE Careers and Student Employability team. This role takes a developmental approach across the student lifecycle, in designing, developing and delivering targeted career education in collaboration with stakeholders, including students, alumni, academic staff, employers, and industry partners.

Our College values of Excellence, Robustness, Respect, Collegiality and Unity represent what we care about collectively. We refer to our College values to guide behaviour that helps ensure that we are treating one another well and are working together in the most effective way possible. Our Values and Behaviours are available [here](#).

Role Statement:

Under the broad direction of the Manager, CBE Careers and Student Employability within CBE Students and Industry Experience portfolio, Deputy Manager will:

- Collaborate with key stakeholders (within CBE, across ANU, alumni, industry partners) to design, implement, and evaluate career development and work integrated learning programs and resources that focus on enhancing employability skills of CBE students at different stages of their university life cycle as well as CBE alumni within three years of their graduation from CBE academic programs.
- Provide confidential, one-on-one career development and management consultations to CBE students, assisting them directly with career decision-making, application and interview preparation and job search strategies, and CBE alumni within three years of graduation on a needs-based basis.
- Review the needs of specific student cohorts and devise, develop and deliver flexible, stand-alone activities such as seminars, workshops and forums in response to diverse student needs across all Business and Economics disciplines.
- Collaborate with CBE academics to prepare and deliver curriculum integrated initiatives and College-specific career education programs.
- Assist the Manager, CBE Careers and Student Employability to build and maintain relationships with industry partners, employers and alumni in order to encourage participation in careers education activity, to ensure that practice reflects needs relevant to the contemporary labour market in Australia and overseas.

2/07/2021

- Undertake student employability projects within the Research Schools, support industry partners, and collaborate with the ANU Careers group to ensure resource and process efficiency, allowing maximum exposure of CBE students and alumni to career development opportunities.
- Promote CBE Careers and Student Employability and participate in College marketing and student recruitment activities as required.
- Maintain awareness of developments and trends in tertiary career education and undertake professional development activities, including training organised by ANU or by key professional organisations (e.g., NAGCAS, AAGE, CDAA), presenting at conferences, or publishing research.
- Carry out other related duties consistent with the classification level of the position as required by the Manager, CBE Careers and Student Employability and work collaboratively towards achieving the strategic objectives of CBE Students and Industry Experience portfolio as well as the four Research Schools within CBE.
- To adhere to and model the CBE Values and Behaviours of Excellence, Robustness, Respect, Collegiality and Unity
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. A relevant degree with extensive experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience, including knowledge of the graduate labour market across all Business and Economics disciplines. National Association of Graduate Career Advisory Services (NAGCAS) membership or eligibility for membership will be highly regarded.
2. Relevant experience in providing career guidance through one to one career consultations, preferably in the higher education sector.
3. Demonstrated experience in managing, designing, developing, delivering and evaluating work integrated learning and career development programs, resources and seminars, informed by knowledge of graduate employment market, for both direct and online delivery.
4. Demonstrated management experience in building, leading, motivating and developing team members in a changing environment to deliver consistent, high-quality service, projects and initiatives to internal and external stakeholders.
5. Demonstrated experience in communicating effectively with a range of stakeholders, including students, alumni, and staff from culturally diverse backgrounds, in a range of written, oral and electronic formats.
6. Excellent interpersonal skills and demonstrated ability to work effectively both independently and as part of a team to deliver high quality outcomes and to liaise effectively with university staff, students, alumni, employers, industry partners, and other stakeholders.
7. High-level planning and analytical skills, with a proven ability to investigate issues, analyse data, and solve problems or make recommendations on solutions.
8. High proficiency in the use of standard office desktop software such as email, word processing, spreadsheets, and internet applications.
9. Knowledge of Equal Employment Opportunity principles and policies, and willingness to apply them in the university context, including a well-developed appreciation of cultural awareness issues.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:	Kimberley Duong	Date:	15 February 2023
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References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report


Position Details

College/Div/Centre	ANU College of Business and Economics	Dept/School/Section	Careers and Student Employability
Position Title	Deputy Manager Professional Development	Classification	ANU8
Position No.	00003358	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:				Date:	16 th May 2024