POSITION DESCRIPTION

Industry Engagement Officer

Position Summary

The Industry Engagement Officer plays a key role within the Engagement team (as part of the Career Accelerator and Student Engagement team), focussed on supporting career development learning (CDL) and work integrated learning (WIL) opportunities for Business School and AGSM students to enhance their employability.

The role entails supporting the management of several concurrent programs and a high volume of industry engagement activities and engaging external stakeholders.

The role of Industry Engagement Officer reports to the Engagement Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support the growth of UNSW Business School internship, work-integrated-learning and professional development programs through developing and implementing an effective industry engagement strategy and managing associated procedures.

- Liaise with appropriate companies and organisations to partner with the Business School and AGSM for the provision of work integrated learning, career development learning and broader industry engagement opportunities.

- In collaboration with the Engagement Officer, identify and target key cohorts within the Business School and AGSM to promote and grow participation in professional development programs.

- Represent the Business School at relevant events, meetings and forums, including occasional events outside of business hours.

- Participate in other ad hoc projects as required, under the direction of the Engagement Manager.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification, preferably in business related field, with subsequent relevant experience, or an equivalent level of knowledge gained through a combination of education, training, or experience.

• Demonstrated experience in relationship management, stakeholder engagement, business development or similar.

• Proven excellent interpersonal and communication skills, including the ability to communicate openly and regularly with a range of stakeholders/client groups, and to deliver high quality public presentations.

• Demonstrated ability to manage programs with measurable outcomes that engage multiple stakeholders in either the public or private sector with a performance-oriented approach.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• Excellent time management and organisational skills with a proven ability to establish priorities, meet deadlines and to work under pressure, with minimum supervision and on multiple tasks.

• Demonstrated experience providing effective customer service and support to clients at all levels.

• An understanding of internship or work-integrated learning programs and employability from either an education or employer perspective.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.