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POSITION DESCRIPTION

Lead, Graduate Futures

Position Level	9
Faculty/Division	DVC-Academic & Student Life
Position Number	00147687
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Position Summary

The Lead, Graduate Futures plays a key role within the Pro Vice-Chancellor Education & Student Experience Portfolio, Experience Pillar, Employability Theme in providing strategic and operational leadership to ensure a cohesive, comprehensive, and coordinated student and alumni journey to help student realise their unique potential at UNSW. The role supports the Head of Employability in the development and delivery of the UNSW Employability Strategy, communications plan, and flagship initiatives – including by cultivating relationships and exercising influence across Divisional and Faculty organisational units.

The role leads reporting and performance improvement efforts for UNSW Employability aligned with the UNSW Employability Strategy, including institutional analytics, reporting, submissions, and initiatives for QS Employability, the Graduate Outcomes Survey (GOS), and related institutional metrics. This includes providing high-level advice, analysis, and recommendations to the Head of Employability to achieve a culture of performance and continuous improvement.

The role reports to the Head of Employability and has three direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high-level advice, analysis, recommendations, and support to the Head of Employability to achieve a culture of performance and continuous improvement.
- Expertly lead assigned strategic and operational activities to assure the success of UNSW Employability, including through the development and delivery of the UNSW Employability Strategy, communications plan, and flagship initiatives.

- Drive an outstanding student and alumni journey that helps students realise their unique potential at UNSW including through innovative and impactful content and digital engagement initiatives that enable a combination of open and bespoke programming that is targeted and delivered in a personalised and relevant manner.
- Support the Head of Employability to develop and deliver the UNSW Employability Strategy, by providing significant input, oversight and strategic influence over project plans and outcomes, including the development and delivery of new programs and initiatives, and continuous improvement and revision of existing programs and initiatives.
- Develop and maintain strong relationships with key internal and external stakeholders to enable effective collaboration and purposeful partnerships in alignment with the *Championing Employability Strategy*.
- Lead analytics, reporting, and performance improvement initiatives for UNSW Employability, including submissions and initiatives, across a range of metrics such as QS Employability and the Graduate Outcomes Survey (GOS).
- Lead and influence special projects and initiatives from concept to close, on time and to budget, including scoping, broad stakeholder management, monitoring budgets, implementing effective project management and methodology, communications plans, identifying and proactively managing and mitigating risks and issues, and reporting and evaluation.
- Develop and implement the *Championing Employability* communications plan, and oversee communications, content, collateral, and channels, across digital and print media, to achieve reach and relevance for UNSW Employability.
- Oversee and drive success of UNSW Employability events both in-person and online, domestically and internationally.
- Interpret and manage requirements and deliverables set out by the Head of Employability and provide proactive strategic advice and solution-focused action in a timely and accurate manner.
- 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 with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.
- Extensive experience at a senior level in managing strategic initiatives and the implementation of programs, including innovation, quality assurance, and continuous improvement.
- High-level leadership, influencing, and negotiation skills, and proven ability to engage effectively with diverse stakeholders and teams, alongside a high-performance mindset.
- Significant experience in developing, delivering and continually improving programs, processes, and systems.
- Excellent interpersonal, written, and verbal communication skills, with a high level of attention to detail for deliverables produced, including significant experience in writing high-quality analysis, submissions, reports and recommendations.

- Demonstrated experience working with internal stakeholders and external partners at all levels of seniority and demonstrated ability to gain consensus and commitment from others, and to identify and effectively diffuse potential areas of dispute and/or conflict.
- Extensive operational management skills including planning, priority setting, and staff management, as well as excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Significant leadership and team management skills with demonstrated experience in motivating, managing, coaching and developing multi-disciplinary teams in developing and fostering teamwork.
- Demonstrated success to work independently, and as a leader, undertaking multiple projects: effectively co-ordinating staff, resources, time and budget to deliver quality outcomes to meet strategic goals. 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.