

<b>POSITION TITLE</b>	Senior Administrative Officer - Engagement and Outreach Programmes
<b>COLLEGE/DIVISION</b>	College of Science and Engineering (CoSE)
<b>SCHOOL/SECTION</b>	Australian Maritime College
<b>CAMPUS</b>	Newnham
<b>CLASSIFICATION</b>	HEO 6
<b>DATE</b>	October 2019

### POSITION SUMMARY

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a University that is values-driven, relational, diverse, and development-focused.

The Australian Maritime College (AMC) is Australia's national institute for maritime and maritime-related education, training and research, and one of the seven founding members of the International Association of Maritime Universities (IAMU), which represents five continents. A specialist institute of the University of Tasmania, the AMC is a leading dual sector maritime institute highly acclaimed for its industry focused applied research, education, and training in the areas of seafaring, ports and shipping, and maritime engineering. Teaching and training courses range from certificate to doctoral programs. AMC is arranged into teaching and research National Centres, and is based at three locations in Newnham, Beauty Point and Bell Bay.

The Senior Administrative Officer Engagement and Outreach Programmes (SAO Engagement) is responsible for development, coordination and facilitation of suitable work term opportunities for AMC students and in particular Co Operative programme students through engagement with industry to secure and manage work placements.

The appointee will

- Coordinate and support AMC's intrastate and interstate student engagement activities such as Maths in schools and the logistics challenge.
- Play a key role working with College of Science and Engineering Marketing and University marketing to generate a pipeline of potential students for all AMC programmes through engagement with schools, employers, careers counsellors and other University and AMC partners.
- Be responsible to assist with the safe and efficient operation of all AMC promotional events.
- Support the process to "personalise AMC enquiries and offers.

We are an inclusive organisation that works from the strength that diversity brings. We are dedicated to attracting, retaining and developing our people and are committed to our equity and inclusive principles and celebrate the range of diversity assets which gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community.

## POSITION RELATIONSHIPS

<b>Supervisor</b>	Business Manager AMC Dotted Line Director MEH
<b>Direct reports</b>	Marketing and Events Co-ordinator
<b>Other</b>	The appointee must relate in an effective way with: <ul style="list-style-type: none"><li>• AMC Executive Leadership Team</li><li>• COSE Marketing and Engagement Team</li><li>• University of Tasmania Marketing team</li><li>• AMC Course Co-ordinators</li><li>• AMC staff and students</li><li>• AMC industry partners</li></ul>

## KEY ACCOUNTABILITIES

1.	<b>Student Placement</b> Manage, build and sustain positive working relationships with Co-Op stakeholders, including employers and industry peak bodies and co-ordinate Co-Operative Education Program placements.
2.	<b>Student Placement Support</b> Undertake effective and proactive identification, promotion and provision of services that connect students' academic and career developmental needs with employers, including training that support students in obtaining placements
3.	<b>Coordination of Promotional Activities</b> Co-ordinate and support intrastate and interstate recruiting activities including participation in academic support for events such as Open days, Orientation, Maths in Schools, Logistics challenge, trade and careers fairs. This activity is performed in conjunction with the University CoSE teams which support these activities
4.	<b>Enquiry Nurture</b> Oversee the process of enquiry nurture to ensure that the experience is personalized for AMC student enquiries from enquiry to application and enrolment.
5.	<b>Support for Global Engagement Office</b> The position will act as point of contact at AMC for the Global Engagement and will facilitate AMC support for activities relating to international student recruitment.
6.	<b>Reporting</b> Meet University and AMC requirements in respect to reporting of student placements.
7.	<b>WHS</b> Co-ordinate and conduct on-site visits to monitor and evaluate the technical requirements of the student placement and the employer environment with respect to working conditions, safety standards, and academic requirements of the position. Delivery community engagement activities in accordance with the University's safety and Wellbeing guidelines.

## DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The SAO Engagement and Outreach Placements works with a degree of autonomy under the broad direction of the Business Manager.

Decisions are made in accordance with AMC strategic direction and University policy, where applicable.

## POSITION CRITERIA

### Essential Requirements

1. Completion of a degree level qualification or an equivalent combination of relevant work experience and/or education/training.
2. Experience having developed and delivered pre-employment training programs.
3. Demonstrated organisation and time-management skills, through a demonstrated ability to work with competing demands, prioritise work tasks and be flexible in responding to changing work priorities.
4. Demonstrated well developed interpersonal, influencing and marketing skills are required to promote AMC Co-op student placements.
5. Demonstrated high-level communication skills (written, oral and interpersonal) and demonstrated ability to interact and communicate effectively and professionally with members of the public, professional bodies and stakeholders, across a range of positions.
6. Demonstrated ability to work cooperatively as a member of a team to meet goals and objectives.
7. Demonstrated ability to use computer-based administrative systems, including email, Internet, word processing, spreadsheet, calendar, presentation software, records management and database applications.

### Desirable Attributes

1. Engineering industry related experience, either locally or internationally.

## WORKPLACE HEALTH AND SAFETY

- All staff assist the University to create and maintain an environment where people are safe, healthy and well by using and improving the systems and equipment we have for work.
- All staff actively manage risks associated with their work and report hazards, near-misses and incidents to their Supervisor to enable teams to positively learn and improve our systems and equipment.
- Supervising staff support and equip their teams to work safely by providing information, training and supervision. They respond quickly to issues and create an environment where teams are encouraged to positively intervene and empowered to make improvements.

**UTAS**  
STATEMENT OF  
**VALUES**

We subscribe to the fundamental values of **honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice**. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can

Our [University Behaviour Policy](#) sets out these values, standards and expectations for appropriate behaviour that apply to all employees and characterise the collegial and community nature of our University.