

Head, Interstate Recruitment

College/Division	Division of Future Students
School/Section	Recruitment and International
Location	Hobart
Classification	HEO 9
Reporting line	Reports to DVC International

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 cultural 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 people-centred University that is values-based, relational, diverse, and development-focused.

Recruitment and International, which is part of the Division of Future Students, plays a critical role in the implementation of the University's interstate student recruitment strategy. The University is committed to further increasing the number of interstate students both travelling to Tasmania to study and also studying digitally. It is accountable for achieving interstate student recruitment performance targets through managing a broad range of activities. Recruitment and International is now seeking to appoint a Head of Interstate Recruitment to lead a team of diverse staff to achieve these activities.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What you will do:

- The Head of Interstate Recruitment contributes to and ensures the effective implementation of strategies to deliver interstate student recruitment targets.
- The incumbent will be expected to work flexibly across the Division, enabling cross team collaboration and facilitating the implementation of Lean processes. In particular, working with our Tasmanian and International recruitment teams and developing good working relationships with the Contact Centre.
- They will work closely with Colleges and other stakeholders to maintain and build upon existing relationships and further develop these at a school / faculty level to ensure we are promoting and attracting students to our distinctive offerings.
- The incumbent is charged with building resilient and collaborative teams.
- They are expected to work within a highly interactive and often reactive environment in which change occurs quickly, balancing work priorities, managing competing demands and delegating responsibilities as necessary. The incumbent must be able to think and act professionally under pressure and engage in rapid problem solving which aligns with the University's policy and procedures.
- Undertake other duties as assigned by the supervisor.



What we are looking for:

- An experienced Higher Education senior manager who has the ability to work flexibly across interstate, domestic and international recruitment.
- A target driven, motivated individual, with a customer service mindset
- Extensive networks across the higher education sector
- Strong experience of market management, ideally in a High Education and VET
- Experience managing remote teams, enabling and empowering them to work independently
- Demonstrable ability to flex between a project management and high level case management approaches to student recruitment
- Ability to confidently and persuasively articulate strategic plans across all levels of the organisation from administration to senior management
- Set benchmarks and lead by example in providing outstanding standards of service and partnership with all stakeholders across colleges and divisions, including prospective and continuing students, alumni, fellow staff members and external representatives
- Ability to effectively prioritise own and team's workload to ensure best use of resources at different stages of the student recruitment cycle

Other position requirements:

- Regular intrastate/interstate travel (international travel as required under direction from DVC)
- A tertiary level qualification and/or appropriate professional work experience preferably with a strong focus on customer service.
- A high level of computer literacy in a range of applications, including Microsoft Office, databases, CRM, email, Office 365 and the Internet.
- A comprehensive knowledge of the Australian tertiary education sector as well as a good working knowledge of international education, including recent developments and trends
- Experience within the tertiary education sector preferably across both Domestic and International Student Recruitment

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

