

Senior Relationship Manager - Interstate

College/Division	Future Students
School/Section	Recruitment and International
Location	Sydney, Melbourne, Hobart, or Launceston
Classification	HEO8
Reporting line	Reports to Head, Interstate Recruitment
Date	June 2022

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 student recruitment strategy.

With a national compass, the Senior Relationship Manager is responsible for leading student recruitment activities in interstate markets. The incumbent demonstrates high standards of leadership and self-motivation in the successful pursuit of the Division of Future Students' and the University's mission.

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'll Do

- Lead the practical delivery of the Schools Recommendation Program for the interstate market, working collaboratively with internal and external stakeholders making a significant contribution to achievement of mutually beneficial outcomes including growth of school leaver participation in higher education.
- Collaborate with the broader Tasmanian Future Students team to:
 - Develop strategic and annual operational plans that build enrolments from strategically identified market segments.
 - Design and implement a student-centred communications plan that maximises applications and enrolments from strategically identified market segments market segments.
- Work closely with the Colleges and other recruitment teams to ensure that Colleges are fully aware of activities being undertaken to support recruitment as well as ensuring that College priorities are communicated back to the recruitment team and used to inform

recruitment plans going forward.

- Analyse the external environment and identify data driven opportunities to develop, instigate, and support business development initiatives, including events and campaigns, aimed at growing interstate student market segments.
- Demonstrate leadership to other members of the Interstate Recruitment team, encouraging a collaborative and purpose-driven culture and supporting others to achieve mutually agreed goals.
- Prepare and communicate regular performance reporting and market insights to the Head, Interstate Recruitment.
- Champion the efficient and effective application of the Client Relationship Management System (CRM) and other internal data recording systems to optimise data integrity and maximise the systems being utilised to their full potential; and lead a continuous improvement approach across the Interstate Recruitment Team, encouraging proactive input into areas for development or improvement.
- In consultation with the Head Interstate Recruitment, prioritise and co-ordinate workload allocations for the broader Interstate Recruitment Team.
- Ensure compliance with relevant legislation, and University policy and procedure, including audit and financial requirements.
- Undertake other duties as reasonably directed.

What We're Looking For (success criteria)

- A degree from a recognised tertiary institution in a relevant area or an equivalent combination of relevant experience, education, and/or training.
- Demonstrated success in student recruitment or business development, preferably within the Australian education sector.
- Outcome oriented work ethic with a customer centric approach
- Strong experience in stakeholder management and bringing individuals and teams together to achieve mutually beneficial goals.
- Demonstrated high-level written, verbal, and interpersonal communication skills, including negotiation, problem solving, and analytical skills.
- Ability to prepare and present information in varying formats to people from a range of backgrounds and experience levels, including reporting for senior managers.
- Demonstrated ability to apply data informed decision making to strategic and operational activity and to defining priorities.
- Capacity to undertake regular interstate travel.

Other position requirements

- Working with Vulnerable People Registration or the ability to obtain it
- Current 'C' class driver's licence or manual vehicle licence

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.