

# Position Description

## *Senior Coordinator, Employer Services*



### Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team / School	Graduate Employment
Employment	Fixed Term until June 2023
Location	Flexible
Classification	HEW 8
Manager Title	Manager, Graduate Recruitment

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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### Overview

To provide coordination of the Employer Services operations within the Graduate Employment Team. This position will work to implement systematic and scalable processes to manage partnerships with employer segments and recruitment agencies to promote the Deakin graduate brand; source employment opportunities for students, promote job vacancies, and connect students and graduates with recruitment pipelines. It also contributes to the broader operations of the Graduate Employment Team.

This position will work closely with the Manager, Graduate Recruitment and key stakeholders in the Graduate Employment Team, including the executive team, to ensure collaborative and effective delivery of recruitment services across all Campuses and the Cloud.

### Accountabilities

- Coordinate Recruitment Services operations to implement systematic and scalable processes to manage partnerships with employer segments and recruitment agencies
- Coordinate the development of employer relationships and promotion of the Deakin graduate brand to improve graduate outcomes of Deakin students and graduates
- Deliver responsive and innovative Recruitment services to facilitate student and graduate employment.
- Ensure customer relationship management information is up to date to maintain accuracy and integrity of analytics and reporting.
- Coordinate continuous quality improvement and review of recruitment operations in keeping with changes in the Division, Deakin and external environment.
- Support the Graduate Employment Divisional operations and enable the Graduate Recruitment components of the University Graduate Employment strategy.

### Selection

#### *Qualifications and experience*

- A tertiary qualification in a relevant field, or an equivalent combination of relevant experience and/or education/training
- Extensive experience in talent acquisition, graduate recruitment, human resources or a similar field.
- Alignment to the Role Capabilities outlined in the Position Description.

### Capabilities

- **Analysis and Problem Solving:** Sources relevant information; identifies problems, and offers sustainable, practical solutions
- **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms

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- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems
- **Communicating with Influence:** Engages and energises others through clear and persuasive communication
- **Personal Resilience:** Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks
- **Service Culture:** Considers other perspectives in making decisions and providing advice; strives to exceed expectations
- **Consulting and Advice:** Provides expert and valued advice; supports the achievement of outcomes for stakeholders

### Special Requirements

- Working with Children Check (refer to Recruitment Procedure)

### Note

The position description intends to provide an outline of scope and responsibilities at a point in time. However, please note, responsibilities may evolve in accordance with organisational needs.