

Position Description

Talent Development Officer



Details

Faculty or Portfolio	Deputy Vice Chancellor Academic Portfolio
Team	Graduate Employment
Employment	Continuing, Full-Time
Location	Flexible
Classification	HEW 5
Manager	Head of Talent Development & Employer Services

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

The Talent Development Officer is responsible for supporting the operations of the Talent Development and Employer Services team within DeakinTALENT.

The position plays a key role in supporting the coordination and delivery of Talent Development and Employer Services events and the annual program of Talent Development and Employer Services workshops, programs and related projects. This includes providing operational support within various Talent Development and Employer Services programs and offerings, support for Employer and Divisional Events, and assisting in the coordination of a variety of program related services.

Responsibilities

1. Consult with available sources to gather relevant information and seek the expertise and advice of other people as appropriate.
2. Generate new ideas and shares those ideas with others in the work area to improve process and practice.
3. Engage in process improvement activities and adopt new ideas, approaches and changes to work practices.
4. Build productive relationships with a diverse range of existing stakeholders, providing support regarding events and Talent Development and Employer Services initiatives, and actively seek to maintain positive relationships.
5. Present information in a clear, structured, concise and tailored way by focusing on key messages and check that messages are understood and meet audience needs.
6. Clarify expectations and respond promptly to client requests, queries, or complaints to ensure client needs are met to agreed standards and timelines.
7. Deliver effective and efficient outcomes and outputs against team and operational work plans. Work closely with stakeholders to achieve these outcomes.
8. Recognise the importance of teamwork and of effective communication amongst team members and build rapport within immediate team in ways that are respectful and inclusive of others

Relationships

- **Internal relationships:** Talent Development & Employer Services team members, Graduate Employment Team staff, Academic and Professional staff from Faculties and other University Portfolios
- **External relationships:** External organisations

Selection

Qualifications and experience

- Completion of a degree or an equivalent combination of relevant experience and/or education/training

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Capabilities

1. **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
2. **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms
3. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
4. **Service Culture:** Considers other perspectives in making decisions and providing advice; strives to exceed expectations
5. **Personal Resilience:** Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks
6. **Communicating with Influence:** Engages and energises others through clear and persuasive communication

Special Requirements

- Working with Children Check

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.