

POSITION DESCRIPTION



Academic Services
University Services

Senior Advisor Experiential Learning – Industry

POSITION NUMBER	0042154
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 6 - \$79,910 - \$86,499 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kathleen Ryan Team Leader, Experiential Learning - Industry Tel: +61 3 9035 4740 Email: Kathleen.ryan1@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services

- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

ACADEMIC SERVICES

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

Student Success delivers a range of programs aimed to support students' transition into, through and out from the University. We equip students for future success into on-going study, throughout their careers and globally. Working in partnership with students, academic divisions, alumni and external organisations, Global Leadership and Employability is responsible for the delivery of tailored and general services, opportunities and activities related to specific cohorts, at the appropriate stage of their academic journey with the University of Melbourne.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Senior Adviser, Experiential Learning – Industry is responsible for the provision of proactive, high

quality experiential learning support and advice to students that engages and supports an individual student's employability capacity through advising, educational programming and interactions with industry.

The incumbent will create and coordinate assigned programs for cohorts; either sector based (alumni, community, industry or university), discipline or course or type of student (e.g. first year, penultimate year, international, graduate or undergraduate).

Additionally, the role ensures experiential learning advice and associated activities support students at all stages of the student lifecycle to aid successful engagement, leadership and employability outcomes in an inclusive, equitable, educative and developmental process

Reporting line: Team Leader, Experiential Learning – Industry

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: Works with staff across the University as well as students from a variety of educational backgrounds and settings.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Plan and deliver student advice and experiential learning opportunities which supports students to build employability skills, gain insights into professional sectors/industries and develop communication skills to successfully engage with potential employers across the globe.
- Coordinate the provision of targeted support and programs for assigned student cohorts that enables students to select experiential learning opportunities relevant to them, develop and articulate appropriate employability and leadership capacity through said experiences
- Develop and deliver learning support programming through group, one on one and online modes to enable students to fully leverage experiential learning for employability development (self awareness and knowledge, skills development, and presentation of self).

- Contribute to the development and execution of the Global Leadership and Employability strategy including communication, contributing to service and program evaluation by collecting data and feedback for analysis and reporting to monitor and track performance
- Liaison with internal stakeholders and external partners to ensure maximum impact of learning opportunities for partners and their clients as well as students
- Anticipate student needs, proactively responding to student requests and queries, and offering subject matter expertise while ensuring the provision of accurate and consistent information that extends beyond a student's presenting request and supports the student towards independence and self-direction
- Continuously develop professional knowledge and skills, keeping up to date with new developments relevant to the role and the organisation's broader objectives
- Demonstrate commitment to actively contributing to a positive and professional work environment that fosters innovation, teamwork, high achievement, continuous improvement and job satisfaction
- Adhere to compliance and quality assurance, in line with requirements under the University's risk management framework including OH&S

Selection Criteria:

Education/Qualifications:

1. The appointee will have a relevant tertiary qualification with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

1. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships *in your workplace*.
2. Experience in the provision of employability and careers services and advice within a higher education.
3. Excellent and well-developed interpersonal and oral communication skills including demonstrated experience in facilitating group sessions, large group presentations and one on one student advice.
4. Demonstrated stakeholder management experience with high level problem-solving skills, ability to think flexibly to develop tailored and innovative programs to meet stakeholder and student needs.
5. Proven ability to work across complex student service environments with highly developed time managements and prioritisation skills, the ability to work under pressure and to tight deadlines

Desired:

1. An understanding of and experience in developing and implementing reflective learning practices in placed based learning experiences (international, alumni, community, industry)

Other job related information:

1. Occasional work out of ordinary hours, travel etc.