



## POSITION DESCRIPTION

Student Enrichment, Academic Support Office  
Melbourne School of Engineering

### Industry Placement Coordinator

INDIGENOUS AUSTRALIANS ARE ENCOURAGED TO APPLY

<b>POSITION NO</b>	0041631
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$88,171 - \$95,444 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>EMPLOYMENT TYPE</b>	Fixed-term position available for 12 months Fixed-term contract type: Replacement Staff Member
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Michelle Bellino Tel +61 3 8344 7837 Email <a href="mailto:michelle.bellino@unimelb.edu.au">michelle.bellino@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Melbourne School of Engineering has grown in the number of student internships in industry significantly in the last few years and has ongoing plans for significant future growth. As part of this growth, the position of Industry Placement Coordinator is located with the School's Academic Support Office. You will be responsible for administering the internship program for the School's Masters by coursework students. These take place in both Australia and Malaysia, and there is scope to explore additional international destinations.

This will involve the development and maintenance of relationships with external organisations and key internal stakeholders. You will also be required to manage systems for administering and reporting on student placements, organise student preparation for their internship, liaise with subject coordinators and students and actively contribute to relevant committees and working groups.

Quality assurance and reporting processes are critical to the success of the Internship program so the incumbent will also be required to develop the relevant mechanisms to ensure the production of timely reports for key stakeholders, including the School's Engagement Committee and the Industry Placement Working Group.

The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Relevant tertiary qualification and/or an equivalent combination of extensive experience and/or education/training;
- ▶ Demonstrated understanding of local and international recruitment practices, labour market trends and internship programs procedures;
- ▶ Proven experience developing and managing relationships with a wide range of employers, industry and professional networks, community organisations and internal and external stakeholders;
- ▶ Demonstrated ability to develop and implement a range of marketing strategies in targeted markets that are responsive to stakeholders needs;
- ▶ Excellent interpersonal, oral, and written communication skills;
- ▶ Demonstrated presentation skills with the ability to develop and deliver dynamic seminars and/or workshops for students engaging in internships both locally and internationally;
- ▶ Capacity to work independently, demonstrating initiative and self-motivation;
- ▶ Demonstrated planning and organisational skills with the capacity to handle multiple demands, prioritise tasks and meet deadlines;
- ▶ Demonstrated ability to work independently and within a team environment, direct staff, and delegate responsibilities;

- ▶ Strong computer literacy skills with demonstrated information technology capabilities with a large range of software, including Microsoft Office suite, databases, email and web management, with the capacity to quickly learn new systems;
- ▶ Experience in a tertiary institution, careers service or large organisation within a recruitment, human resources, job services or work integrated learning role.

## 1.2 DESIRABLE

- ▶ Qualifications in an accredited Career Development course that meets Career Industry Council of Australia standards or extensive experience in a similar role;
- ▶ Knowledge of the tertiary education sector;
- ▶ Knowledge of insurance, IP, and contracts/legal documentation pertaining to work experience and internship arrangements;
- ▶ Experience of working in or an understanding of the professional disciplines that comprise the Melbourne School of Engineering.

## 2. *Special Requirements*

May be required to undertake work outside standard office hours

## 3. *Key Responsibilities*

### 3.1 STAKEHOLDER ENGAGEMENT

- ▶ Build and maintain relationships with and provide advice to employers, industry and professional networks, community organisations and internal stakeholders to maximise local and global Internship opportunities available to MSE students;
- ▶ Administer the process for establishing internships and industry placements throughout the School. This includes liaison with final year project subject co-ordinators, Host Organisations, Heads of Department, Exchange Coordinators and students;

### 3.2 STUDENT PREPARATION PROGRAMS

- ▶ Coordinate and deliver information sessions for outgoing internship students in consultation with University Services;
- ▶ Coordinate the delivery of pre-departure sessions for outgoing students to international internship destinations, in consultation with third party providers;
- ▶ Maintain relevant websites, student guidelines and other student communications.

### 3.3 MARKETING AND COMMUNICATIONS

- ▶ Marketing internships to industry to source potential placements for students;
- ▶ Continue the development of a marketing strategy to engage prospective Host Organisations in the internship program;

- ▶ Utilise a range of marketing channels to promote the internship program to industry and prospective Host Organisations, including updating print collateral and web-based information;
- ▶ Undertake meetings with prospective Host Organisations to promote the program and provide relevant advice and information;
- ▶ Continue the development of strategies to promote the internship program to prospective students, i.e. Open Days, Expos in collaboration with Future Students.

### 3.4 ADMINISTRATION

- ▶ Manage the administration of the online placement program which will include coordinating the development of systems to manage the agreements for the placements;
- ▶ Work closely with the Manager, Student Enrichment to ensure all administrative processes are developed and well maintained;
- ▶ Administration and coordination of position approvals and advertising of positions;
- ▶ Shortlisting of students for suitable positions;
- ▶ Provision of advice to host companies about timelines, recruitment process for interns, legal agreements and program requirements;
- ▶ Liaison with Legal Services when legal agreements need negotiation;
- ▶ Coordination of international internships, in consultation with third party providers, including advertisement of program and selection of applicants.

### 3.5 REPORTING

- ▶ Maintain reporting processes to manage the quality assurance of the internship program;
- ▶ Produce timely reports for the School's Industry and Internationalisation Committee to demonstrate the progress on meeting School's targets for internships. Provide ad hoc reports as required, i.e. for IAG meetings, EA accreditation, Marketing, the annual PDF process;
- ▶ Undertake an annual audit of industry teaching in all School subjects to determine the extent of industry engagement with the programs. This will include developing the mechanisms and processes to facilitate this.

### 3.6 QUALITY ASSURANCE

- ▶ Establish and review internship policies, procedures and strategies for effectiveness and compliance with University quality standard and risk management requirements. Communicate any changes to relevant stakeholders;
- ▶ Interpret and apply University and Faculty policy to the management of placements, employer relationships and student relationships;
- ▶ Ensure both policy and legislative compliance in the management of all placements and in the conduct of relationships with Students and Employers. Ensure also that compliance extends to Faculty compliance with broader University quality and risk management standards;
- ▶ Maintain systems for stakeholder feedback to ensure continuous improvement of the program.

### 3.7 PROFESSIONAL DEVELOPMENT

- ▶ Contribute to the knowledge base of the School in relation to the local and global labour market, recruitment practices and internship opportunities available for MSE students and disseminate this knowledge to the School community as relevant;
- ▶ Maintain and continuously develop professional knowledge and skills by keeping up to date with new developments relevant to the role and the organisation's broader objectives;
- ▶ Demonstrate commitment to team development and maintenance of a positive and professional work environment that fosters innovation, creativity, high achievement, continuous improvement and job satisfaction.

### 3.8 OTHER

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## 4. Job Complexity, Skills, Knowledge

### 4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Industry Placement Coordinator is formally supervised by the Manager, Student Enrichment and will work closely with the Manager, Student Enrichment and Associate Dean (Student Engagement). He/she is required to work with a degree of autonomy.

The majority of work requires independent initiation and completion of tasks with only broad direction given. The incumbent will be required to work together with other members of the team to achieve a range of objectives, and communicate progress of outcomes.

### 4.2 PROBLEM SOLVING AND JUDGEMENT

The Industry Placement Coordinator requires strong judgement to determine the most effective means to enhance industry engagement with the internship program. An ability to initiate projects and work independently to achieve objectives is essential. Liaising with and advising academics, senior managers and employers and other external stakeholders requires the incumbent to have sound judgement and well developed problem solving skills.

### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Industry Placement Coordinator is required to provide effective engagement with key stakeholders to direct and influence outcomes and work cooperatively to develop and deliver services in relation to both industry based learning and industry based research projects.

The position is also required to have an understanding of career development models and career education principles and a strong appreciation and understanding of the needs of employers and issues relating to undergraduate and postgraduate employment.

Knowledge of Melbourne University and the higher education sector is important.

The position requires extensive and in-depth knowledge of University policy, particularly as it relates to teaching and learning, risk assessment, off-campus student activity, global mobility, compliance and quality improvement.

The capacity to work effectively with a range of people at different levels within and external to the University is essential.

A solid working knowledge of the School's courses and programs, relevant University policies and processes, and an understanding of the University environment, structure and business units is essential. They will be required to provide factual advice that is accurate and consistent, demonstrating thorough knowledge of the industry sectors and disciplinary areas within the scope of the role.

Detailed knowledge of relevant University bodies is essential to ensure that University policy is properly reflected and relevant factors considered. A general knowledge of competitor activities is also important for benchmarking practices across Universities.

#### **4.4 RESOURCE MANAGEMENT**

The Industry Placement Coordinator works as part of Student Enrichment and reports to the Manager, Student Enrichment. All staff are responsible for the management of resources required to successfully undertake their role and for identifying and implementing efficiencies and business improvements as required.

#### **4.5 BREADTH OF THE POSITION**

The position is required to have excellent communication, interpersonal and networking skills and a high level of professionalism and diplomacy, regularly interacting with external stakeholders and internal staff. The Industry Placement Coordinator is a member of the Student Enrichment team but also works closely with other areas of the School including the key academic staff and other professional staff areas. The incumbent will be expected to actively contribute to the achievement of shared goals and targets, and the efficiency and effectiveness of operations.

## ***5. Other Information***

### **5.1 ACADEMIC SUPPORT OFFICE**

The Academic Support Office within the Melbourne School of Engineering plays a key role in the School's operations. One of the key objectives relating to careers and industry of the Unit is to support the School to enhance the employment outcomes of MSE graduates through a range of strategies including career development programs for students and industry engagement activities. The Unit also forms part of the External Relations area of the School and has therefore worked closely with areas such as Marketing and Communications, the Academic Support Office and Advancement.

### **5.2 MELBOURNE SCHOOL OF ENGINEERING**

[www.eng.unimelb.edu.au](http://www.eng.unimelb.edu.au)

The Melbourne School of Engineering is one of Australia's leading Engineering Schools and aims to be the school of choice for the highest performing students and research staff

in Australia and within the Time Higher Education Supplement top twenty Schools of Engineering internationally by 2020.

### 5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staff are encouraged to view the following web links:

[www.unimelb.edu.au](http://www.unimelb.edu.au)

[www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)

[www.unimelb.edu.au/careers](http://www.unimelb.edu.au/careers)

### 5.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

### 5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

## 6. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.