



## POSITION DESCRIPTION

Melbourne Graduate School of Education

### Team Leader, Alumni Relations

<b>POSITION NO</b>	0044024
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$88,171 - \$95,444 per annum
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<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> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Tim Brabazon Tel +61 3 8344 6916 Email <a href="mailto:brabazon@unimelb.edu.au">brabazon@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 website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Team leader, Alumni Relations will be responsible for the delivery of a program of activities that supports the Graduate School's strategic plan, with a particular focus on improving the engagement of MGSE alumni.

The Team Leader is a key enabler of a broader effort to better connect MGSE alumni to our activities, in Learning and Teaching, in Research and in Engagement. A stronger awareness of our alumni destinations is a key measure of our own effectiveness as a graduate school in both achieving positive employment outcomes, but also in collecting evidence of impact and linking back to the ongoing enhancement of our coursework programs in particular. It is also a key enabler of a number of research agendas relating to teacher effectiveness and impact.

Together with colleagues from across MGSE and the broader university, the Team Leader oversees the development and implementation of the Graduate School's alumni relations strategy and implementation of alumni relations activities within the Advancement portfolio. The position will be responsible for the revision and enhancement of current alumni relations plans, engaging the academic community with the work of alumni relations, and the achievement of agreed outcomes, as well as the hands-on, day-to-day delivery of alumni relations related services.

The Team Leader will also enhance the Graduate School's participation in University-wide alumni relations activities, including activities in advancement, mentoring, and the university campaign. The successful candidate will work closely with the relevant Director of Advancement, Deputy Director of Advancement, Development Officer, central Advancement Alumni Relations team and the University of Melbourne Advancement team.

The position reports to the School Executive Director.

### ***1. Key Responsibilities***

- ▶ Lead the development, implementation and review of MGSE's alumni relations strategy, ensuring its relevance and connection to our learning and teaching, research, and engagement activities.
- ▶ Facilitate and enable alumni engagement activities in partnership with colleagues from across the Graduate school.
- ▶ Ensure the effective maintenance of the Graduate School alumni relations records and integrate the Graduate School's records with those of the University's Advancement team
- ▶ Lead MGSE's engagement with university-wide alumni relations strategies, and MGSE's engagement with the broader Advancement Portfolio, including donor relations, regular giving, mentoring and volunteering
- ▶ Develop and implement alumni-focussed programs and activities in partnership with key University stakeholders that enhance the MGSE student experience and introduce students to the value of ongoing engagement within the alumni community
- ▶ Develop and manage key student experience alumni activities and programs including graduation and careers related activities to drive a positive connection between alumni, students and the University
- ▶ Refine and improve the alumni benefits program, events and activities to reinforce the value of alumni engagement with the Graduate School and peer to peer alumni engagement driving a greater uptake by members of the alumni community

- ▶ In partnership with MGSE and university colleagues, manage the development, delivery and evaluation of integrated communication strategies to maximise the impact of key programs and events in support of the alumni relations strategy
- ▶ Ensure that intelligence on individual alumni and prospective donors, benefactors and sponsors is collated and recorded, and that alumni interests, linkages and networks are documented, updated and shared as appropriate
- ▶ Contribute to the effective administration of MGSE events such as the MGSE Awards Night
- ▶ Contribute to the development of MGSE alumni relations policy and procedures

### 1.1 ADDITIONAL REQUIREMENTS

- ▶ The Team Leader, Alumni Relations will be required to coordinate and attend alumni and student events, and on occasion represent the MGSE at University events. Some of these may be outside of standard working hours. Some travel may be required.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A tertiary qualification with extensive relevant experience, or an equivalent combination of relevant experience and education/training
- ▶ Demonstrated experience in leading a team to achieve collective goals and meet time sensitive deadlines
- ▶ Demonstrated experience in working with enterprise-wide data systems, such as CRM databases
- ▶ Demonstrated experience in developing and delivering activities and tactics to achieve strategic goals and objectives in a collaborative manner across a large organization
- ▶ An appreciation of the principles of and current international best practice in alumni relations and its relationship to graduate outcomes, impact and effectiveness research, as well as advancement and engagement activities
- ▶ Excellent interpersonal skills, including the ability to work effectively in a team environment and coordinate a dispersed network of stakeholders, including external partner organisations
- ▶ Excellent oral and written communications skills, particularly broadcast communications to large groups of stakeholders, including external partner organisations
- ▶ Demonstrated capacity to develop and deliver projects within time and budget while prioritise between competing deadlines and assignments
- ▶ Extensive experience managing volunteers and an understanding of issues pursuant to the delivery of programs involving volunteer resources
- ▶ Close attention to detail and exceptionally high standards of accuracy of work

### 2.2 DESIRABLE

- ▶ Experience developing and delivering career based programming, including the delivery of mentoring programs
- ▶ Familiarity with the University's Advance system

### **3. Job Complexity, Skills, Knowledge**

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Team Leader, Alumni Relations receives broad supervision and guidance from their supervisor and relevant academic colleagues. The incumbent is required to independently manage their own workload and the workload of their direct reports within the framework of an annual schedule of events, milestones, activities and targets.

The Team Leader reviews and improves local business processes with minimal direction, and may lead major process changes in consultation and coordination with relevant colleagues.

The Team Leader is responsible for developing, implementing and evaluating MGSE's alumni strategy and annual program of activities. The incumbent must be able to conceptualise new approaches to complex problems and identify solutions based on input from a broad range of stakeholders.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Team Leader, Alumni Relations works within university and MGSE strategy and policy and uses a high degree of initiative and judgement to identify and resolve problems. The incumbent is expected to exercise discretion and have the ability to analyse situations, interpret policies and instigate appropriate action. Complex issues are discussed with the Manager and relevant MGSE academic colleagues.

The Team Leader will be required to exercise discretion and judgement when dealing with key alumni relations stakeholders, including volunteers, and managing the development and conduct of alumni associations. The role is also responsible for managing internal MGSE relationships and exercises independent judgement about collaborative endeavours.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Team Leader, Alumni Relations will have a sound understanding of the Graduate School's vision and mission, and a strong commitment to achieving MGSE's objectives as outlined in the MGSE Strategic Plan, in the context of the university's Growing Esteem strategy and the aims and objectives of the university's Believe campaign.

A sound understanding of the University's organisational and committee structures, particularly in relation to the Advancement Office, will be important in the execution of the position.

The Team Leader will have a strong understanding of processes and procedures relating to relevant functions such as Graduations, awards and scholarships, and donations and bequests.

The position also requires understanding of basic marketing and PR, planning and strategy, high level communication skills, and community development principles.

#### **3.4 RESOURCE MANAGEMENT**

The Team Leader, Alumni Relations is responsible for supervising staff and managing workflows to ensure a high level of service delivery.

The role has a small financial responsibility for alumni relations non-salary spending.

The Team Leader develops expert knowledge in the university's advancement databases, online reporting systems and other related systems.

### **3.5 BREADTH OF THE POSITION**

Frequently working with internal and external stakeholders, the Team Leader, Alumni Relations will deliver outcomes which reflect both the Graduate School's vision and mission, and those articulated by the University.

The role has a broad impact on the esteem of the Graduate School and the University through its engagement with a large number of stakeholders.

## ***4. 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 service for excellence and reach the targets of Growing Esteem.

## ***5. 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.

## ***6. Other Information***

### **6.1 ORGANISATION UNIT**

Melbourne Graduate School of Education

## 6.2 BUDGET DIVISION

### *Our Vision:*

A society in which education enables full and equitable participation.

### *Our Mission*

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research
- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: [education.unimelb.edu.au](http://education.unimelb.edu.au)

## 6.3 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 employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

## 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement.

<http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 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/governance>