



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

Academic Services
University Services

Manager, Industry Engagement (Employability)

POSITION NUMBER	0042146
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 9 - \$115,726 - \$120,404 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	Davina Potts Tel +61 3 8344 9272 Email Davina.potts@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.

The role is located within one of the five service clusters in Academic Services – Student Success – which manages student advice, academic skills, co-curricular experiences and employability services across the student lifecycle from admission to graduation.

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 Manager, Industry Engagement (Employability) is responsible for the management and growth of the University's industry partnership programs. The incumbent manages a team in the delivery of learning opportunities that connect students with local and global employers and alumni. Activities and events may include mentoring programs, work shadowing, workshops, career fairs, information sessions and digital networking. The Industry Engagement team also delivers the student employability program.

In conjunction with Faculties and other internal stakeholders, the Manager, Industry Engagement (Employability) coordinates and maintains relationships with key industry partners to support industry learning programs across the University. The ideal candidate will have a background in graduate

recruitment, human resources and/or higher education and the skills to operationalize new projects, with insight into customer experience and stakeholder engagement.

Reporting line: Associate Director, Global Leadership and Employability

No. of direct reports: 3

No. of indirect reports: 6 to 10

Direct budget accountability: \$500,000

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: Works across the University and with external stakeholders*

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:

- Manager and deliver a first-class industry partnership program that effectively and efficiently enables students to develop employability skills through engagement with employers, alumni and other industry stakeholders
- Builds and maintains relationships with external stakeholders to build the University's reputation as an excellent partner in the development of graduate talent
- Liaises with internal stakeholders including faculties to understand the needs of identified student cohorts and facilitate solutions to enhance the student experience
- Manage the provision of information and services to students through Stop 1 on all areas of careers and employability
- Design, deliver and evaluate student services standards and other performance targets ensuring that student programs contribute effectively to meeting relevant university targets, including cost containment, through use of analytics, client reporting and performance metrics and tracking
- Design and lead the implementation of new student programs initiatives. Perform consultations with stakeholders including Faculties and students
- Determine the configuration of portfolio management and loads to effectively manage team workflow to ensure exemplary service levels that meet demand and expectations
- Develop and maintain links with external networks of peers and relevant professional associations as well as participate in relevant internal communities, providing expert advice to

Associate Director and Director, Student Success and to members of the University community on their behalf as needed, on industry and alumni engagement and associated matters

- Effectively motivate, coach and manage staff to achieve goals. Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance is nurtured and rewarded
- Ensure the team has people with the skills, capabilities and tools necessary to meet service delivery expectations now and into the future. Contribute to business capability plans including succession plans
- Demonstrate accountability for contributions to business planning and budget management within the Industry Engagement team

Selection Criteria:

Education/Qualifications

The appointee will have:

1. Postgraduate qualification in a relevant discipline and/or equivalent mix of education and relevant experience.

Knowledge and skills:

2. 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.
3. Experience in the management of stakeholder relations within the areas of graduate recruitment, human resources or higher education
4. Experience in the design and development of programs with an excellent understanding of the customer experience
5. High level experience in managing a team for performance
6. Excellent written and verbal communication skills with the ability to engage a range of stakeholders including industry partners, senior faculty staff members, and students

Other job related information:

Occasional work out of ordinary hours, domestic and international travel may be required in this role.