



POSITION DESCRIPTION

Melbourne Law School

Careers Consultant (Industry Engagement)

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| POSITION NO | 0040091 |
| CLASSIFICATION | PSC 7 |
| SALARY | \$85,189 - \$92,216 p.a |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full Time |
| BASIS OF EMPLOYMENT | Continuing |
| OTHER BENEFITS | http://about.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Name: Justine Block, Manager Graduate Services and Careers Tel +61 3 9035 8024 Email: justine.block@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

Position Summary

The Careers Consultant (Industry Engagement) is part of the Graduate Services and Careers team at Melbourne Law School. This role provides a dedicated careers and engagement service to Melbourne Law School to deliver a suite of programs that connect employers to students and provides industry-facing services and collaboration with professional partners. Success in this role requires the development and management of a wide network of industry relationships to create an up-to-date connection with the current labour market. This connection will ensure stakeholders remain informed on evolving market trends, with the ultimate goal of increasing graduate employment and professional engagement opportunities.

In addition, the position will work closely with the Careers Consultant (Student Development) to provide individualised and group career development programs and advice for current students to enhance employability and career outcomes.

The role sits within the Graduate Services and Careers team and contributes to a range of Melbourne Law School initiatives. These include supporting orientation, marketing and recruitment events and providing broader support to the Academic Services Office.

1. Key Responsibilities

Building networks

- Initiate and maintain strong working relationships and networks with both traditional and non-traditional external stakeholders for the purpose of developing and delivering current industry engagement services, information and advice. For Melbourne Law School, this would include advice on legal and non-legal career pathways towards industry, professional qualifications and beyond.
- Build on existing University networks (eg, alumni, mentoring, internship and international partnerships and programs) to increase connections and the flow of up-to-date information with employers, work experience providers and peak professional bodies.

▶ Labour market knowledge

- Remain abreast of new developments and market trends relevant to the role and the organisations' broader objectives to create industry engagement planning, research, scheduling and strategy.

▶ Advice

- Provide specialist advice to employers on all matters relating to the recruitment of students and recent graduates from the University of Melbourne including ensuring employer details and vacancies are managed in a timely and accurate manner with appropriate and effective recruitment strategies in place.
- Provide advice to students on potential employers, industries and sectors to target future jobs.

▶ Planning and reporting

- Work with Manager Graduate Services and Careers to develop strategic and operational plans
- Develop documents for data reporting to measure performance and trends to inform future strategic and operational planning
- Undertake Careers Outcomes surveys

- ▶ Communication
 - Draft web content, marketing materials and reports for dissemination. Manage web content to ensure information is current.
- ▶ General administrative support
 - Participate in and contribute to coverage of peak period activities across the team to enable Melbourne Law School to meet its operational obligations and agreed service levels. Undertake job tasks relevant to the team, functions and service outside this role as required.
- ▶ University requirements
 - Utilise University policies and protocols to capture and manage information appropriately, especially in relation to sensitive interactions with students.
 - Adhere to compliance and quality assurance, in line with requirements under the University's risk management framework including Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary degree with subsequent relevant experience (such as human resources, graduate recruitment or employment services) or an equivalent combination of relevant experience and/or education and training.
- ▶ Knowledge and/or experience of engaging with and delivering value to external stakeholders for the benefit of the organisation.
- ▶ Excellent interpersonal and networking skills with the ability to develop relationships and liaise with a wide range of internal and external stakeholders at all levels, particularly employers.
- ▶ Strong planning and organisational skills in scheduling activities, prioritising and meeting timelines with the ability to work flexibly under pressure in a busy and changing environment.
- ▶ Proven administrative ability including developing systems and/or processes and tracking and measuring outcomes.
- ▶ Excellent written and oral communications skills with proficiency in the use of a range of software (ie Word, Excel, Powerpoint), multimedia technologies and social media combined with strong attention to detail.
- ▶ Ability to work collaboratively, positively and flexibly both in a team and independently in a busy environment with changing demands.

2.2 DESIRABLE

- ▶ Knowledge and/or experience of delivering graduate recruitment and/or employability programs within a university or legal environment. Familiarity with factors affecting graduate employability and labour market trends and practices.
- ▶ Graduate certificate or equivalent careers qualification or a willingness to complete within first year of employment, experience with professional legal services, and/or legal training or industry knowledge.

- ▶ Knowledge of the tertiary education sector (specifically legal tertiary education) and an understanding of the University and its courses.
- ▶ Experience in enrichment activities such as professional skills development, work integrated learning, mentoring, international opportunities and wellbeing.
- ▶ Understanding and analysis of factors affecting graduate employability and labour market trends and practices.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Careers Consultant (Industry Engagement) will be required to work independently under broad direction to manage their workload and this may involve stand-alone work or the supervision of others in order to achieve objectives. They will be responsible for effectively managing their workload and the scheduling and prioritisation of tasks for completion, referring to the Manager for guidance as required. The incumbent is responsible for keeping staff within the team informed about their own portfolio of work and will be required to work effectively with other members of team, Melbourne Law School, as well as across other areas of the University.

3.2 PROBLEM SOLVING AND JUDGEMENT

As a representative of the University, the Careers Consultant (Industry Engagement) will demonstrate good judgement in working independently in their day-to-day liaison activities showing a high level of initiative and motivation in the execution of activities for which he/she is responsible. The incumbent must be able to undertake thorough planning especially for events and activities, identify risks and mitigating controls and utilise sound problem solving where required. Complex matters are referred to the Manager on a needs basis.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Careers Consultant (Industry Engagement) is expected to have a good working knowledge of the University's courses and programs, relevant University policies and processes, and an understanding of the University environment, structure and business units. They will be required to provide factual advice that is accurate and consistent, demonstrating specialist expertise in graduate recruitment as well as a good level of knowledge of the industry and disciplinary areas for which they are responsible. An appreciation and understanding of the needs of students and employers is necessary as is an understanding of issues affecting professional staff in an academic environment. The capacity to work effectively with a range of people at different levels within and external to the University is essential.

3.4 RESOURCE MANAGEMENT

All staff are responsible for the effective management of their time and other resources and are expected to suggest ways to more effectively deliver services without compromising quality.

3.5 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 employers, students and staff. They are expected to actively contribute to the achievement of shared goals and targets, improving levels of service, and the efficiency and effectiveness of operations.

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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

www.law.unimelb.edu.au

Melbourne Law School is Australia's first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law, and awarded this country's first law degrees. The Law School is now fully graduate with its Juris Doctor for admission to practice recognised as a high level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

Research

The international reputation of the School is closely linked to the range and quality of its research programs.

The School has several research institutes, centres and groups which provide a focus for scholarly interaction, including:

| Centre / Institute | Director |
|---|---|
| ARC Laureate Program in Constitutional Law | Professor Adrienne Stone |
| ARC Laureate Program in International Law | Professor Anne Orford |
| Asian Law Centre (ALC) | Professor Pip Nicholson |
| Asia Pacific Centre for Military Law (APCML) | Associate Professor Bruce Oswald |
| Centre for Comparative Constitutional Studies (CCCS) | Professor Adrienne Stone |
| Centre for Corporate Law and Securities Regulation (CCLSR) | Professor Ian Ramsay |
| Centre for Employment and Labour Relations Law (CELRL) | Associate Professor Anna Chapman & Professor John Howe (Co-Directors) |
| Centre for Indonesian Law, Islam and Society (CILIS) | Professor Tim Lindsey |
| Centre for Media & Communications Law (CMCL) | Professor Andrew Kenyon and Professor Megan Richardson (Co-Directors) |
| Competition Law and Economics Network (CLEN) | Professor Caron Beaton-Wells |
| Centre for Resources Energy and Environmental Law (CREEL) | Professor Michael Crommelin |
| Civil Justice Research Group | Mr Gary Cazalet |
| Electoral Regulation Research Network (ERRN) | Associate Professor Joo-Cheong Tham |
| Global Economic Law Network | Professor Andrew Mitchell |
| Institute for International Law and the Humanities (IILAH) | Professor Sundhya Pahuja |
| Intellectual Property Research Institute of Australia (IPRIA) | Professor Megan Richardson and Associate Professor Kwanghui Lim (MBS) |
| Obligations Group | Professor Elise Bant and Professor Matthew Harding (Convenors) |
| The Tax Group | Associate Professor Mike Kobetsky and Ms Sunita Jogarajan (Co-Directors) |

| Centre / Institute | Director |
|--|--------------------------|
| ARC Laureate Program in Constitutional Law | Professor Adrienne Stone |
| ARC Laureate Program in International Law | Professor Anne Orford |
| Transactional Law | Mr Andrew Godwin |

6.2 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>.

6.3 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.

6.4 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>