

Position description

Position title:	Community and Business Development Officer
School/Section/VCO:	Student Connect
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 6 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849282
Further information from:	Mr Jeremie van Delft, Director, Student Connect Telephone: (03) 5327 9346 E-mail: j.vandelft@federation.edu.au
Position description approved by:	Mr Jeremie Van Delft, Director, Student Connect

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

Student Connect is a directorate within the Student Support and Services portfolio which aims to ensure that students have an excellent student experience and are successful in achieving their educational and personal goals. Student Connect is comprised of three main areas: Student Wellbeing and Support, Student Development and Student Advisory Service. Community and Business sits within the Student Development area of Student Connect.

Community and Business provides placement counselling and support to students before, during and after placement in the IPP program and other Student Connect delivered placement programs.

The Community and Business Development Officer will maintain relationships between the University, industry partners, the community, and students. The main objective of the position is to maintain and increase engagement with host organisations and to give graduates a competitive edge with relevant practical experience within their chosen career, which will contribute to student retention and success.

The position is responsible for program promotion and the provision of placement counselling and support to students before, during and after placement. The role is also be responsible for monitoring and reporting, overseeing IPP scholarship conditions and facilitating career support.

Key responsibilities

1. Develop, maintain and grow professional working relationships with a broad range of internal and external stakeholders in the business sector to increase opportunities for students to participate in workplace experience.
2. Participate in marketing and promotional activities to prospective and current students, University staff and relevant external stakeholders to establish new placement opportunities.
3. Work collaboratively with the Coordinator, Community and Business and other staff to implement the student placement marketing plan to both internal and external stakeholders.
4. Assist in the recruitment and on-boarding of students into the relevant placement programs including participating in student interviews and communicating outcomes.
5. Undertake pre placement administration and visits with industry and University to ensure all obligations to students as set out in the Placement Agreement is being met prior to commencement.
6. Undertake site visits as scheduled, in conjunction with academic advisor, to host employer to ensure the industry placement is consistent with academic requirements.
7. Provide regular reports and advice to the Coordinator, Community and Business on issues including, but not limited to, program evaluations and outcomes, industry sector trends, student and host issues and new program initiatives
8. Collaborate within Student Connect and the University in the development and implementation of a variety of student development and career related resources. Work collaboratively to develop resources for workshop delivery, lecture presentations, other promotional events and activities.
9. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

10. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Community and Business Development Officer reports to, and receives broad direction from the Coordinator, Community and Business. The position will work independently to establish and maintain ongoing relationships with external stakeholders and host organisations as well as deliver a variety of supports to students in regards to careers counselling.

The Community and Business Development Officer is responsible for providing current information to clients in regards to job and labour market information and ensure the delivery and evaluation of a relevant careers and placement service to all levels of the University. The position must recognise when matters need to be escalated to the Coordinator, Community, Business and IPP.

Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in the career development field; or an equivalent combination of relevant experience and/or education/training.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position/Organisational relationships

The Community and Business Development Officer is responsible for establishing and maintaining professional internal and external relations across a broad stakeholder base which include but are not limited to: academics, TAFE teachers and other Learning and Teaching professionals, Student Futures, Leadership and Volunteering, Counselling and FedUni Living teams, industry representatives, graduate recruiters, and human resource professionals. The outcomes of these relationships is to maximise the number and quality of experiences and opportunities offered to students.

The position will work closely with other areas of the Student Development, and the broader University community to ensure efficient referrals to complementary services, and assist with University and directorate level events and activities relevant to the position.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in the career development field; or an equivalent combination of relevant experience and/or education/training.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

2. Demonstrated experience in working collaboratively with the business sector to create opportunities for student placements that meets University and Legislative requirements and academic learning outcomes.
3. Demonstrated experience in the promotion and marketing of programs to a range of internal and external stakeholders including students, industry, university and community.
4. A demonstrated ability to develop, maintain and record, professional working relationships and networks across broad stakeholder groups and achieve outcomes to maximise support and experiences for students.
5. Demonstrated analytical skills, including the ability to interpret reports and make recommendations, use evaluation tools, make recommendations to services based on changes to industry trends, and client feedback.
6. Demonstrated organisational and administrative skills, including the ability to prioritise and meet tight timeframes, manage conflicting deadlines while paying attention to detail.
7. Demonstrated working knowledge and application of the Child Safety Standards.
8. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.