

Position Description

Student Career-Ready Connections Officer

Position Number: 00075933
*Position Title: Student Career-Ready
 Connections Officer*
Date Written: July 2019

Faculty / Division: DVC Academic
*School / Unit: PVC Education - Student Academic
 and Career Success*
Position Level: Level 6

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Values in Action
Our UNSW Behaviours



OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Division of the Deputy Vice-Chancellor (Academic) is a large portfolio covering a wide range of activities supporting the student experience and the needs of academic staff.

Within the DVC(A) Division, the Pro Vice-Chancellor (Education) Portfolio provides leadership in the development and implementation of UNSW Sydney's strategic initiatives in learning and teaching. The initiatives focus on educational design, development, delivery and evaluation, integrating technology and expanding the University's online learning offerings, providing academic development support and services, and promoting teaching excellence through the UNSW Scientia Education Academy and the Education Focussed Academics. The Portfolio works collaboratively with the faculties, schools and divisions to implement the 2025 Strategic Plan and drive enhancements to the student experience and success. It is involved in the design of effective learning environments, promotes Work Integrated Learning initiatives, provides academic skills support to students, and strengthens their career and employability prospects through a range of programs and services.

The Student Academic and Career Success (SACS) is a part of the Pro Vice-Chancellor (Education) Portfolio and works in partnership with Faculties and other Student Services and Support providers across the University. SACS facilitates student academic and career success through the design, development, implementation and evaluation of effective academic language and learning and career and employability opportunities, underpinned by student development and learning worldviews and inclusive education practices.

The Student Career-Ready Connections team is responsible for the recruitment, design, coordination, implementation and evaluation of employer partnership programs, resources and activities for UNSW students to access global experiences to enhance their employability (except Work Integrated Learning at UNSW).

The Student Career-Ready Connections Officer supports the team of the Student Career-Ready Connection Portfolio and is responsible for the coordination and implementation of projects, activities, administration and processes within this portfolio. The role is required to work with staff across UNSW including PVC Education in particular Operations & Administration and WIL Central, divisions, faculties, the broader University community and external stakeholders to enable the success of the SACS strategic vision.

The Student Career-Ready Connections Officer reports to the Student Career-Ready Connections Managers, Global Careers and Employability Experiences or Employer Partnerships & Engagement and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Provide comprehensive administrative support for the Student Career-Ready Connections team projects, activities and initiatives including workshops, training, meetings, forums and events and with the day-to-day operations and processes necessary to deliver and maintain programs and initiatives.
- Work in close partnership with SACS to recruit, design, coordinate, implement and evaluate employer partnerships and engagement programs, resources and activities.
- Set priorities and monitor work flows and systems in support of the delivery of designated projects, activities and initiatives; planning, review and data collection and analysis, writing and editing documents, including reports and providing committee support.
- Maintain project management systems, including support in the preparation of Student Career-Ready Connections reporting requirements.
- Represent SACS in supporting engagement with Student Career-Ready Connections platforms.

- Support the development of strategies and associated implementation plans in support of the Student Career-Ready Connections Managers, to ensure that all SACS audit and compliance activities are achieved.
- Provide support to faculties and Schools in their delivery of activities including administrative support for a Student Career-Ready Connections best practice as well as other university wider SACS-related activities.
- Provide support across the Student Career-Ready Connections and SACS teams ensuring consistent and ongoing service across deliverables.
- Contribute to ongoing alignment between the SACS development activities and initiatives and the Office of the PVC(E) Strategic Goals and Priorities.
- Develop, foster and maintain highly effective working relationships with teams in the Office of the PVC(E), relevant staff in faculties and divisions and other internal and external stakeholders.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- A relevant tertiary qualification and relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Demonstrated experience in supporting projects, initiatives and events including planning, coordination, analysis, implementation and reporting with good understanding of the project life cycle, documentation, standards and methodologies.
- Proven ability to work efficiently and with initiative to identify, analyse and resolve administrative issues ensuring effective outcomes and process improvements
- High-level interpersonal skills with the ability to build and maintain effective collaborative professional relationships.
- Advanced organisational skills, accuracy and attention to detail with proven ability to work according to strict deadlines and to manage competing demands.
- Advanced written and verbal communication skills, including proven ability to develop presentations and project reports.
- Demonstrated ability to work independently, flexibly, productively, and effectively as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of daily work ensuring effective outcomes and process improvements.
- Advanced level of computer literacy with excellent skills in the Microsoft Office Suite and databases, and experience using Customer Relationship Management (CRM).
- Experience in supporting educational projects related to Student Career-Ready Connections desirable.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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.