**Details**

|  |  |
| --- | --- |
| Faculty or Portfolio | Faculty of Science, Engineering and Built Environment |
| Division or School or Institute / Team  | School of Information Technology |
| Employment  | Full-time (36.75 hours per week) and Continuing |
| Location  | Melbourne Burwood Campus |
| Classification  | HEW 6 |
| Manager  | Manager, Industry Projects |

**Deakin**

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia’s largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the [University acknowledges](https://www.youtube.com/watch?v=7BKMI3qRyzE), values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion.  We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](https://www.deakin.edu.au/about-deakin/strategic-direction)

[Benefits of working at Deakin](http://deakin.edu.au/about-deakin/careers-at-deakin)

**Overview**

To provide high-level professional support to the Industry Projects and SIT Innovation team to establish and support IT industry stakeholder partnerships and collaboration opportunities in support of the delivery of student programs across the Industry Projects and SIT Innovation Portfolio. In particular this role will work with the Manager, Industry Projects on the establishment and running of a program of IT Industry sponsored awards as well as identification of opportunities for higher degree by research (HDR) and PhD industry internship placements.

**Responsibilities**

* Draw on a diverse range of people, groups and resources to identify new or improved opportunities, processes and ways of doing things to enhance organisational strategy
* Consult a diverse range of stakeholders and experts, not immediately involved, to gain a broader and deeper understanding of a specific issue
* Seek feedback on improvement opportunities from a diverse range of key stakeholders and implement change through appropriate channels and overcomes obstacles to change
* Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals both inside and outside the University
* Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support
* Actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement
* Plan and prioritises work and critical activities appropriately and recognises barriers to achieving outcomes, finds effective ways to deal with them and evaluates progress
* Strive for excellence and consult regularly with clients to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required

**Relationships**

* Internal relationships: Manager, Industry Projects; Associate Head of School, Industry Research; Associate Head of School, Planning and Strategy; Project Officer, Innovation and Entrepreneurship; SIT Alumni Coordinator (Academic); SIT WIL Coordinator
* External relationships: SIT industry partners, IT Industry Advisory Board members, professional IT industry bodies and associations, SIT Industry Award Sponsors, SIT Alumni networks

**Selection**

*Qualifications and experience*

* A Degree with subsequent relevant experience; or
* An equivalent combination of relevant experience and/or education/training. (business development, stakeholder engagement, marketing, event management)

**Capabilities**

1. **Navigating Complexity**: Proactively and quickly making sense of complex issues; responding effectively to difficult and ambiguous situations
2. **Creating and Innovating**: Explores concepts and insights, generates new ideas and a range of innovative solutions
3. **Environmental Scanning**: Seeks emerging trends; identifies issues within field of expertise and University context
4. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
5. **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes
6. **Communicating with Influence**: Engages and energises others through clear and persuasive communication

**Special Requirements**

* Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)
* Infrequent travel will be required describe further (e.g., interstate or overseas travel is required or regular travel within Victoria, including between campuses)
* Drivers Licence
* Working with Children Check
* National Police Record Check (refer to Recruitment Procedure)

**Note** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.