

## Position Description



Position title:	Community and Business Development Officer
School/Directorate/VCO:	Academic Services and Support
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sharyn Crawford, Manager, Work Integrated Learning Telephone: (03) 5327 6459 E-mail: <a href="mailto:s.crawford@federation.edu.au">s.crawford@federation.edu.au</a>
Recruitment number:	851850

### Position summary

The Community and Business Development Officer will establish and maintain relationships between the University, industry partners, the community, and students. The principle objectives of the position is to establish, nurture and increase engagement with external organisations and communities 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 considered to be a key point of contact for the promotion of the University and the engagement pathways between industry and students to support the provision of placements, academic outcomes to support work ready graduates. The role is also responsible for establishing, monitoring and reporting observed trends and outcomes within the University communities, including but not limited to facilitating co-op and Industry Placement Program (IPP) engagement, including placement conditions, workplace conditions and facilitating support.

### Portfolio

Academic Services and Support is a directorate within the Academic portfolio which services the needs of the Academic Institutes and in particular supports the delivery of Academic programs including the administration of work integrated learning.

### Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. Develop, maintain and grow professional working relationships with a broad range of internal and external stakeholders in relevant industry sectors to increase opportunities for students to participate in workplace experiences including the co op model.
2. Participate in marketing and promotional activities to prospective and current students, University staff and relevant external stakeholders to establish and maintain industry and community relationships to deliver opportunities for our students and the University.
3. Work collaboratively with the Coordinator, Community and Business, Manager WIL and other staff to implement the student placement marketing plan and industry engagement framework to both internal and external stakeholders.
4. Assist in the recruitment and on-boarding of students into the relevant placement programs including participating in the implementation and oversight of partnerships and partnership management with key stakeholders.
5. Undertake placement administration and engage with industry partners and the University to ensure obligations set out in the Placement Agreement are being met prior to commencement through to completion.
6. Liaise with University Finance, Legal, Scholarship Units, ASSD and other University staff as required to ensure placement funding from agencies and payment to students is compliant with legislation, policy and procedures.
7. Undertake site visits as required to nurture and develop relationships, to maximise student and industry outcomes.
8. Provide regular reports and advice to the Coordinator, Community and Business on matters including, but not limited to, program/course evaluations and outcomes, industry sector and regional trends, student and agency experiences and new program initiatives.
9. Reflect and embed the University's strategic purpose, priorities and goals 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 and internal stakeholders to facilitate a variety of experiences to students in regards to work integrated learning experiences.

The Community and Business Development Officer is responsible for scoping and developing work integrated learning opportunities, 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 supports all Federation University Institutes and must recognise where leads need to be referred within the University.

### Position and 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, program support staff, TAFE teachers and other Learning and Teaching professionals, 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 Academic Services and Support Directorate 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:

#### Training and qualifications

1. Completion of:
  - A degree with subsequent relevant experience; or extensive and specialist expertise or broad knowledge in the career development field; or an equivalent combination of relevant experience and/or education/training.
  - Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

#### Experience, knowledge and attributes

2. Demonstrated experience in working collaboratively with the business, government and non-government sectors to pro-actively create opportunities for student placements and engagement opportunities that meet the 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 and 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.

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

*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.*