

Product Development Coordinator (Industry Projects)

Faculty/Portfolio	Faculty of Science Engineering and Built Environment
School/Centre	School of Information Technology
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Melbourne Burwood Campus
Classification	HEW 7
Reporting Line	Manager, Industry Projects

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Warrnambool Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Warrnambool campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[School of Information Technology](#)

[Faculty of Science Engineering and Built Environment](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The primary purpose of the Product Development Coordinator (Industry Projects) is to take a strategic approach to managing the activities associated with the School's final year Student Capstone Product Tribes, building excellence in project outcomes and guides project planning among student Squads and Academic Supervisors, with the objective of optimising the end product to achieve Tribe goals and end-user experience.

Key Relationships:

Internal	<p>This position will build and maintain effective client relationships with academic and professional staff across the School and Faculty including but not limited to:</p> <ul style="list-style-type: none">• Industry Projects Capstone Program• Unit Chairs• Deakin University Student Association• Peer Support Network• SPARK Deakin• Deakin Launchpad
External	<p>The role will be required to liaise with parties external to the University, such as representatives of professional, community and key industry bodies, including but not limited to:</p> <ul style="list-style-type: none">• Startup incubators and accelerators• European Innovation Academy• Startup Victoria• LaunchVic

PRIMARY RESPONSIBILITIES

- Working closely with the Manager to oversee the planning, prioritisation, resource allocation and design and delivery for Student Tribe products.
- Effectively supporting students in their interpretation and accommodation of emergent needs, user insights and performance data.
- Coordinate and develop training plans for Academic Supervisors with limited experience in agile development
- Understand strategic needs and assess requirements, scope effective solutions, communicate status and resolve issues associated with agile development
- Develop and implement improved processes in the administration of the Industry Capstone Program
- Regularly liaising and negotiating with the Manager, Industry Projects; Administrator, Industry Projects, and other key stakeholders to communicate program activities.
- Liaise with students, academic supervisors and industry partners to assist and guide the generation of tribe product requirements each trimester.
- Guiding students in industry best practice approaches to determine specifications, production timetables, pricing, and time-integrated plans for product introduction.
- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- An equivalent combination of training and experience in product management in a commercial or education environment or a tertiary qualification in Information Systems
- Other formal accreditation in Agile frameworks and methodologies

Capabilities and Personal Attributes:

- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required
- Demonstrated ability to organise and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities
- Coordinating support to Student Capstone Product Tribes on product and specification activities related to their Tribe Products.
- Offer guidance to Student Capstone Product Tribes on requirements gathering and documentation for trimester product sprints generated by stakeholders internally and externally.
- Provide support for complex analysis of systems with respect to advanced technologies.
- Provide technical assistance and support to School staff concerning technology-related experiments and projects.
- Use technical skills and training to solve problems as directed by the Manager, Industry Projects where required.
- Assist in the preparation and delivery of presentations for external industry partners.
- Undertake any other duties as reasonably assigned by the Manager, Industry Projects, commensurate with the scope and classification of the position.
- Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner
- Proven experience with Atlassian suite (Jira, BitBucket, Trello)*
- Experience and expertise in or a combination of Linux, Windows 10, OS X El Capitan, iOS and Android development environments
- Experience and expertise in:
 - Business Analysis
 - Agile Methodology
 - User Interface Design for Desktop and Mobile applications.

SPECIAL REQUIREMENTS

- Infrequent work outside business hours is required (*e.g. work at evening or weekend events is required*)
- Victorian Driver Licence
- Working With Children Check
- National Police Record Check
- Occasional travel to other Deakin University Campuses

DISCLAIMER

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.