

Position Description

Manager, FreelancingHUB



Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Graduate Employment Team
Employment	Full-time, fixed-term until September 2025
Location	Melbourne, Burwood Campus
Classification	HEW 8
Manager Title	Director, Graduate Employability

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, 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.

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About the DeakinTALENT FreelancingHUB

The DeakinTALENT FreelancingHUB is an exciting and innovative work-integrated learning initiative designed to develop work-ready graduates. The FreelancingHUB offers internships within a cross-disciplinary, cross-cultural team, developing a solution for a not-for-profit or community organisations. Each project team is assigned an experienced industry mentor/project manager.

The FreelancingHUB gives interns an opportunity to explore working-for-self as a professional freelancer within a co-working space whilst developing key employability skills such as communication, collaboration, creativity and critical thinking. Internships are open to students across all study areas and Campuses including the Online.

Strategic Plan – Deakin 2030: Ideas to Impact

Benefits of working at Deakin

Overview

The primary purpose of the FreelancingHUB Manager is to develop, manage and refine internship and other employability focused initiatives and processes, with community partners. These initiatives will strive to develop the work readiness of students and at the same allow external stakeholders to seamlessly collaborate and engage in WIL, thus empowering students to secure internships and employment to build a successful career that aligns with their interests, values, and skills.

This position will work closely with internal stakeholders to ensure the effective development and delivery of our offerings; as well as, with stakeholders across a variety of community and not-for-profit organisations to offer practical skills development and sectoral exposure to Deakin students. This position will be a key conduit between relevant community partners, Faculty WIL teams, Graduate Employment team and relevant academic staff.

Responsibilities

1. Develop, deliver, and continuously improve innovative internship and other relevant employability programs and initiatives that meet the needs of community partners and Deakin students
2. Plan for and manage risks and ensure timely delivery of programs and services
3. Build and maintain productive working relationships with internal and external stakeholders to ensure the FreelancingHUB programs and initiatives maximise employment and other outcomes for student and graduates
4. Establish systems and procedures to guide work, strive for excellence, and continually evaluate progress to effectively overcome barriers in order to achieve outcomes in line with internal and external market changes
5. Understanding the various client context so as to anticipate needs, tailor and improve the service offering, and ensure a high-quality outcome by addressing client feedback and setting clear service standards
6. Interpret needs and offer pragmatic, inclusive and sustainable solutions based on research and in alignment with University context, policies and practices
7. Manage a small team of industry project managers in order to mentor and support students in delivering projects to a high standard for clients
8. Coordinate and be actively involved in the promotion of FreelancingHUB programs, recruitment of students, allocation of workload to staff and project management of teams of interns each trimester
9. Use accepted theory and practices to develop and deploy continuous improvement actions to ensure implementation of continuous improvement strategies

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Relationships

- Internal: FreelancingHUB, Graduate Employment Team, Faculty WIL teams, key academic staff
- External: External organisations (not-for-profit and community organisations), Recruitment service providers

Selection

Qualifications and experience

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- An equivalent combination of relevant experience and/or tertiary education/training
- Relevant current or recent industry experience in work integrated learning and/or talent acquisition function
- Relevant current or recent industry experience in project management and delivering projects using contemporary project management strategies
- Experience in developing and managing programs and initiatives to support students within a large organisation
- Proven experience managing multiple stakeholders and working collaboratively across a complex organisation
- Experience in developing and running events that effectively reach and engage targeted cohorts

Capabilities

1. **Environmental Scanning:** Seeks emerging trends; identifies issues within field of expertise and University context
2. **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
3. **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms
4. **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems
5. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
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)
- Regular travel between campuses will be required
- Infrequent travel may be required to liaise with key stakeholders both interstate and internationally
- Working with Children Check

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.