

<b>Position Title</b>	Associate Director, Career Development and Employability
<b>Classification</b>	Level 10 Grade 3
<b>School/Division</b>	Deputy Vice-Chancellor (Education)
<b>Centre/Section</b>	Office of Education Innovation and Enterprise
<b>Supervisor Title</b>	Director, Education Innovation and Enterprise
<b>Supervisor Position Number</b>	320897
<b>Position Number</b>	321150

## Your work area

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The Office of Education Innovation and Enterprise is responsible for:

- Strategic leadership and oversight of innovation in education with a particular focus on digital uplift across the full student lifecycle in both curricula and co-curricular areas, as well as consolidating the multiple initiatives with respect to work-integrated learning at curricula and co-curricular levels to develop an overall strategy for employability, and broader forms of experiential learning;
- Leading the development of innovations in partnerships with third party organisations and industry, and advances UWA's short course and micro-credentials within the UWA Plus framework.

## Reporting structure

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Reports to: Director, Education Innovation and Enterprise

Direct reports: Project Manager, Other roles to be determined

## Your role

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As the appointee you will, under broad direction, manage the consistent and successful delivery of employability and experiential learning programs within the Office of Education Innovation and Enterprise. This is achieved through planning, execution, and delivery of projects and operations on time, within budget, to specified quality and within scope.

You will consolidate the multiple initiatives with respect to work-integrated learning at curricula and co-curricular levels to develop an overall strategy for employability, and broader forms of experiential learning. You will also scope, plan and manage initiatives around implementation and enhancement of employability and experiential learning at UWA, and provide direction to specified functional areas. You will be responsible for maintaining financial oversight and ensuring budgetary discipline across the Employability and Experiential Learning area, working with Finance and the Director, Education Innovation and Enterprise.

## Your key responsibilities

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Plan, execute, and deliver strategic priorities on time, within budget, within quality targets and within scope in accordance with agreed business priorities, including milestone reporting

Assist the Director, Education Innovation and Enterprise with the planning, development and administration of Careers, Employability and Experiential Learning programs, policies, and initiatives

Lead and manage operations of the experiential learning teams in providing students with excellent service and experience

Liaise with UWA Schools and academics for the development and ongoing improvement of work integrated learning programs

Liaise with industry partners to facilitate programs to enhance the employability and experiential learning for UWA students

Maintain currency with the latest trends and developments in the job market

Lead the delivery of agreed solutions and the related business change

Engage with relevant stakeholders as defined by strategic and operational requirements

Prepare presentations and reports appropriate for a range of stakeholders

Design and deliver meetings, workshops, and forums as required

Embed a culture of excellence, innovation and continuous improvement founded on cohesiveness, teamwork, and flexibility

Develop and provide regular reports on all activities pertaining to employability and experiential learning activities

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or demonstrated equivalent competency

Extensive management experience with superior attention to detail and a strong client focus

Proven experience in relationship management and the ability to work collaboratively at all levels and as a member of multiple teams

Excellent written and verbal communication skills and high-level consultation and negotiation skills

Demonstrated ability to identify and articulate innovative and creative approaches to issues and to manage the adoption of these approaches

Excellent organisational skills and demonstrated ability to set and negotiate competing priorities and to meet deadlines

Experience with financial planning and management, with the ability to successfully operate within budget parameters

Highly developed analytical and problem-solving skills and ability to respond positively to challenge and change

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email

Working knowledge of the Higher Education sector is desirable

Experience in work integrated learning, school-based traineeships, career counselling and/or workplace training programs is desirable.

### **Special requirements (selection criteria)**

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Some after-hours work may be required



## **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health, and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)