

Position Description

Coordinator, Candidate Development & Recruitment



Faculty/Portfolio	Global Engagement
School/Centre	Graduate Employment
Basis of Employment	Fixed term to 31 December 2021, part-time (29.4 hrs per week) or full-time (36.75 hrs per week)
Primary Location of Work	Geelong Waurin Ponds Campus/Geelong Waterfront Campus/Melbourne Burwood Campus
Classification	HEW 7
Reporting Line	Team Leader, Candidate Development & Recruitment

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 Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[DeakinTALENT](#)

[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 Gold 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 Coordinator, Candidate Development & Recruitment is to coordinate and implement Candidate Development and Recruitment offerings and initiatives for targeted cohorts. Candidate Development & Recruitment Programs aim to enhance the graduate outcomes of the University by assisting students to become marketable as graduates. This position will work collaboratively with other staff in the Talent Development & Recruitment Services team and key stakeholders in the Graduate Employment Division to ensure efficient and effective delivery of Candidate Development & Recruitment programs and initiatives across all Campuses and the Cloud.

Key Relationships:

Internal	<ul style="list-style-type: none">• Talent Development & Recruitment Services team members• Graduate Employment Division staff• Academic and Professional staff from Faculties and other University Divisions
External	<ul style="list-style-type: none">• External organisations• Fee for service providers

PRINCIPAL RESPONSIBILITIES

1. Responsible for the coordination, delivery and promotion of Candidate Development & Recruitment programs and initiatives.
2. Build and maintain productive working relationships with Faculties, Divisions and external fee for service providers to ensure the efficient, timely and successful delivery of Candidate Development & Recruitment programs.
3. Contribute to the development of Candidate Development & Recruitment programs
4. Contribute to the broader Talent Development & Recruitment Services components of the University Graduate Employment strategy

KEY DUTIES

1. Provide high level coordination and administrative support to the Candidate Development & Recruitment team to ensure the efficient delivery of Talent Development and Recruitment Services programs and initiatives.
2. Meet regularly to build strong relationships with key internal and external clients, ensuring they are updated regularly on new initiatives in the Candidate Development & Recruitment.
3. Provide timely, accurate and appropriate advice and support to facilitate and promote Candidate Development & Recruitment programs.
4. Proactively promote the Talent Development and Recruitment Services programs with students and Faculty contacts.
5. Identify opportunities to enhance Candidate Development & Recruitment programs, including how the programs are communicated and marketed to internal and external stakeholders.
6. Any other duties as directed, commensurate with the scope and classification the position.

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 - ESSENTIAL

Qualifications and Experience:

- Undergraduate degree in a relevant field and significant relevant experience with enhancing employability of students.
- Experience in developing and running development programs that enhance employability of graduates.
- Experience in project management and achieving targets.
- Significant experience of working with a diverse range of stakeholders.
- Experience working collaboratively as part of a team to plan, monitor and delivery projects.

Capabilities and Personal Attributes:

- Excellent written and verbal communication skills including report writing and presentation skills.
- Ability to achieve high quality measurable outcomes under broad direction.
- High level of organisational skills with a demonstrated ability to work to tight deadlines
- High level of digital literacy skills, particularly with the Microsoft Office Business Suite.
- Demonstrated ability to work collaboratively across work teams and more broadly across the University.

SELECTION CONSIDERATIONS - DESIRABLE

- Experience in working with or within the higher education sector in a graduate employment related role.
- Knowledge of current and emerging issues in graduate employment within the higher education sector.

SPECIAL REQUIREMENTS

- Infrequent work outside business hours is required
- Working With Children Check

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.