

Position Description



Position title:	Skills Development and Employability Officer
School/Directorate/VCO:	Global and Engagement
Campus:	Brisbane
Classification:	Within the HEW Level 5 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Further information from:	Kayne Hunnam, Manager, Campus Operations and Partnerships Telephone: (07) 3727 3353 Email: k.hunnam@federation.edu.au
Recruitment number:	851721

Position summary

The Skills Development & Employability Officer is responsible for the administration, engagement, and development of the Federation University, Brisbane Campus “Employability, Skills, & Jobs” services. These services include assessing and developing skills (learning, employability, and general skills), building resumes, portfolios, and professional online profiles, promoting job and internship opportunities, and connecting students and graduates with industry delivered short-courses, micro-credentials and certificates as part of the campus’s Degree Plus initiative.

Portfolio

The Global and Engagement portfolio leads the University’s domestic and international engagement activities, and consists of the International team, Heads of Campuses, Aboriginal Education Centre, Alumni and Advancement and the New Business Accelerator.

The International team is responsible for marketing, recruitment and admissions of international students and manages education partnerships delivering Federation University programs within Australia and in other countries. The team develops opportunities for Federation University students to undertake an overseas study or work experience, building their global and cross-cultural competence. The Aboriginal Education Centre supports and assists Aboriginal and Torres Strait Islander students throughout their study journey at Federation University. Centres are located at each campus enabling students to easily access support services. Federation University stays in touch with our alumni through the Alumni and Advancement team. Our alumni are exemplars of how education can make a difference and the University values the contributions of our alumni in their communities.

Federation University's Brisbane campus welcomed its first international students in 2018 and recently held its first graduation ceremony. From 2022, domestic students will be welcomed onto campus, enriching the student experience. Federation University focuses strongly on employability outcomes. The Brisbane campus is established as an innovation precinct where strong relationships have been built with corporate and innovation partners, providing learning experiences through real world projects and internships. At River City Labs, Master of Information Technology students undertake projects with start-ups and industry partners, developing solutions for their businesses. Students will gain valuable experience through learning in the workplace and will earn IBM Digital Badges in Blockchain and AI which are recognised by industry. The Brisbane campus has embarked on an ambitious growth agenda over the next few years and will implement numerous undergraduate and postgraduate programs aligned to industry demand.

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, deliver, and evaluate innovative learning skills and career development programs, seminars, resources and events for current on-campus students, graduates, and prospective students.
2. Provide advice and assistance to students, prospective students, and graduates on career related issues.
3. Establish collaborative relationships and work closely with academic staff, professional and technical staff, industry representatives and career professional to develop and implement targeted educational programs for students.
4. Coordinate the administration of Degree Plus and local Brisbane internships by evaluating, processing and tracking requests, allocating students and liaising with various stakeholders including the Workplace Integrated Learning (WIL) team.
5. Assist in the development, documentation and implementation of procedures relating to Degree Plus, skills development and employability learning opportunities to ensure consistent business processes.
6. Maintain accurate and confidential records and files of student Employability progression, Degree Plus activities, and internship placements using the Edge system and provide accurate information and advice on Degree Plus and internship or employment opportunities to students, staff, graduates and employers.
7. Contribute to the administering of financial processing related to Degree Plus placements and monitoring of budgets.
8. Contribute to the administrative functions of Brisbane Campus by undertaking other duties as required.
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.

10. Undertaking the responsibilities of the position adhering to:

- the Staff Code of Conduct, Child Safe Code 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 Skills Development & Employability Officer reports to and works under the general direction of the Manager, Campus Operations & Partnerships in the completion of daily tasks. The position independently delivers the Employability, Skills & Jobs services for the campus and liaises with appropriate professional and academic staff as required.

The Skills Development & Employability Officer is also required to demonstrate analytical and problem solving skills relating to the development, implementation and maintenance of a skills and employability development online database

The role is responsible for a range of tasks concurrently throughout the year that directly impact on the development of student learning skills, access to short courses, micro-credentials and certificates and opportunities for students to experience learning in the workplace.

The position is required to resolve problems by applying existing policies, procedures and guidelines and use judgement when responding to issues and discerning when issues should be escalated to the Manager, Campus Operations & Partnerships. The position is also required to ensure confidentiality is maintained.

The Skills Development & Employability Officer is responsible for managing their time efficiently and prioritising tasks in an environment of conflicting deadlines.

Position and Organisational relationships

The Skills Development & Employability Officer reports to the Manager, Campus Operations & Partnerships and will work collaboratively across the University as well as establishing and maintaining collaborative relationships with external stakeholders to support the delivery of the Employability, Skills and Jobs services for Brisbane Campus.

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 without subsequent relevant work experience; or
- completion of an advanced diploma qualification and at least one years subsequent relevant work experience; or
- completion of a diploma qualification and at least two years subsequent relevant work experience; or
- completion of a Certificate IV and extensive relevant work experience; or
- completion of a post trades certificate and extensive relevant experience; or
- an equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

2. Demonstrated administrative skills, including the ability to maintain efficient and effective record-keeping and filing systems and databases.
3. Demonstrated ability to interpret policies and procedures, and to provide accurate and timely advice to stakeholders.
4. Demonstrated communication and interpersonal skills, including the capacity to work collaboratively with a range of

stakeholders to ensure quality customer satisfaction as well as the capacity to maintain strict confidentiality.

5. Demonstrated problem solving, time management and organisational skills, including the ability to prioritise workloads and meet tight deadlines while paying attention to detail.
6. Demonstrated ability to work independently and as a contributing member of a team as well as the capacity to work in a collegiate manner with other staff in the workplace and across campuses.
7. Demonstrated word processing and Microsoft Office skills, in particular MS Word, Excel, PowerPoint and e-mail, as well as the demonstrated ability to use other relevant applications.
8. Demonstrated alignment with the University's commitment to child safety.

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.