

# POSITION DESCRIPTION

Student and Scholarly Services  
Chief Operating Officer Portfolio

## Careers Specialist

<b>POSITION NUMBER</b>	0049154 and 0049155 <i>Two positions available</i>
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$91,913 - \$99,495 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Megan Dench Tel +61 3 9035 9165 Email <a href="mailto:megan.dench@unimelb.edu.au">megan.dench@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **STUDENT AND SCHOLARLY SERVICES**

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

The Careers and Employability team and service support students to build, transfer and translate university learning, skills and other experiences into employability learning and work-related and opportunities.

We help students to reflect on, research and explore their career direction, make the most of experiences and navigate transition by providing expert advice, employability skills development, industry and employer engagement, interactive tools, online resources and collaborative delivery with University colleagues into and alongside the curriculum.

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Careers Specialist(s) will develop and implement both new and existing content and programs, working within the C&E services portfolio in the provision of specialised careers and employability knowledge and advice. The goal of this position is to provide students with a targeted service that is accessible and applicable to their needs, that connects them with their peers, alumni and industry and contributes positively

to their work readiness and preparation for success as graduates. Working with key stakeholders, particularly faculty enrichment and experiential learning colleagues, will be a focus.

Collaboratively, the Specialist will be involved in the career and employability resource/asset development and will work cross-functionally with the Industry Engagement and Employability Learning Design teams on integrated program and service delivery.

Reporting line: Careers Services Coordinator

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: none

### **Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Significant

Judgement: Significant

Operational context: Works across the University and COO portfolio, and with external stakeholders

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Lead in the delivery of specialist advice to internal and other teams on careers and employability learning and development, at times on a project basis.
- Provide career and employability skills development learning support using a variety of media, to complement C&E Service including 1:1 consultations and group sessions/workshops.
- Work in partnership with the C&E learning design team and academic division staff to design, develop, implement, and evaluate evidence-based, systemic and responsive career and employability development learning support.
- Develop and deliver into the programs and service offered by C&E, and broader Student Success portfolio, where required.
- Develop and create a range of online and digital resources for use, as required.

- Develop, foster and maintain highly effective working relationships with Academic teams and across the COO portfolio to deliver highly visible and high-quality programs, ensure alignment, support a better student experience and share good practice.
- Actively contribute to innovation and continuous improvement of practices and processes based on analysis and feedback, working collaboratively with stakeholders to inform business improvements.

### **Selection Criteria:**

#### **Education/Qualifications**

1. The appointee will have: a degree in a relevant discipline and/or equivalent combination of education/training and relevant experience in a field related to career development practice.

#### **Knowledge and skills:**

2. Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
3. Demonstrated experience in student training and workshop facilitation, with the ability to engage the audience across multiple modes of delivery, including group interaction, and online platforms.
4. Demonstrated success working effectively and collaboratively on career development and employability strategies/initiatives in an online and/or face-to-face learning and teaching environment.
5. Proven ability to work effectively with minimal supervision, including settling own workflow and priorities.
6. Excellent written, verbal, digital and presentation communication skills and the ability to liaise effectively with all levels of internal and external stakeholders.
7. Demonstrated high-level ability to analyse and translate data to inform service provision and improvement.

### **Other job-related information:**

Desirable: proficiency in second language.

Occasional work out of ordinary hours and travel may be required.

### **Special requirements:**

Employment in this position is conditional upon receipt and maintenance of a Working with Children Check.