

Position Description

Graduate Talent Development Adviser



Faculty/Portfolio	Global Engagement
School/Centre	Graduate Employment
Basis of Employment	Full-time (36.75 hours per week) and 12 months fixed term parental leave replacement
Primary Location of Work	Melbourne Burwood Campus
Classification	HEW 6
Reporting Line	Manager, Graduate Talent Development

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 Warrnambool Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Warrnambool 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

This position will play a key role in the coordination and delivery of Graduate Talent Development events and provides operational support for the annual program of Graduate Talent Development workshops, programs and related projects. The Graduate Talent Development Adviser will also assist in the coordination of planning and implementing a variety of program related services including the development of program schedules, scheduling of staff and coordination and allocation of resources.

Key Relationships:

Internal	<ul style="list-style-type: none">• Graduate Talent Development team members• Graduate Employment Division staff• Faculty Graduate Employment Directors• Academic and Professional staff from Faculties and other University Divisions
External	<ul style="list-style-type: none">• External organisations

PRINCIPAL RESPONSIBILITIES

1. Successfully develop and maintain personalised relationships with student regarding customised development programs
2. Effectively manage, administer and report on Graduate Talent Development events and programs including program schedules, event coordination and allocation of resources to ensure a high quality and effective practice is delivered.
3. Provide professional operational support to the Graduate Talent Development team
4. Build and maintain strong working relationships, providing expert advice and support to key stakeholders regarding events and Graduate Talent Development initiatives
5. Proactively develop and maintain up-to-date resources, key stakeholder information and Graduate Talent Development materials for both on-campus and in-the-cloud programs and related services.

KEY DUTIES

1. As a key contact for students, provide high-level, accurate and timely advice and guidance in relation to Graduate Talent Development and Graduate Employment programs and initiatives
2. Manage and coordinate the direction and advice to students individually, in groups and electronically on aspects of Graduate Talent Development resources, programs and instructions on how to use
3. Develop, maintain and allocate up-to-date resources, key stakeholder information and Graduate Talent Development materials for access both on-campus and in the cloud
4. Manage key stakeholders and coordinate their requests for information and assistance regarding events and Graduate Talent Development initiatives
5. Manage, in conjunction with university staff and the digital strategy team, to ensure continuous improvement of website via implementation of emerging technologies
6. Market the Graduate Employment Division and its services in order to inform students, staff and employers via written materials and promotional presentations both on-campus and in-the-cloud
7. Contribute to the design, content and evaluation of projects
8. Coordinate and deliver event management (including speakers, venues, catering, location logistics, and promotions) for Graduate Talent Development programs and events
9. Any other duties as directed, commensurate with the scope and classification of 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:

- A degree and subsequent relevant experience or combination of relevant experience and education/training
- Proven experience in the coordination and management of events
- Experience in coordinating student-focused programs and advising students
- Experience in liaising with people at all levels
- Broad administrative experience
- Demonstrated experience working in a large, complex organisation governed by policies and procedures

Capabilities and Personal Attributes:

- A strong customer-focused attitude including enthusiasm, tact, a desire to achieve a positive outcome and an understanding of cross-cultural issues
- Excellent organisational and time management skills, together with demonstrated ability to work with competing demands and be flexible in responding to changing work priorities
- Excellent communication, presentation and interpersonal skills including empathy and the ability to gain the cooperation of others in meeting objectives
- Highly developed analytical and problem solving skills, with a capacity to work through issues and identify solutions
- Ability to research and produce information on careers and labour market information
- Capacity to work to tight timelines

SELECTION CONSIDERATIONS - DESIRABLE

- Ability to facilitate group sessions
- Experience working with student management systems
- Knowledge of developing content (including digital) for marketing and/or promotions

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.