

## Position Description

# Manager, Global Careers and Employability Experiences

*Position Number: 00075906*  
*Position Title: Manager, Global Careers and Employability Experiences*  
*Date Written: July 2019*

*Faculty / Division: DVC (Academic)*  
*School / Unit: PVC (Education) – Student Academic & Career Success*  
*Position Level: Level 8*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Values in Action  
Our UNSW Behaviours



Builds  
Collaboration



Embraces  
Diversity



Displays  
Respect



Demonstrates  
Excellence



Drives  
Innovation

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Division of the Deputy Vice-Chancellor (Academic) is a large portfolio covering a wide range of activities supporting the student experience, the needs of academic staff.

Within the DVC(A) Division, the Pro Vice-Chancellor (Education) Portfolio provides leadership in the development and implementation of UNSW Sydney's strategic initiatives in learning and teaching. The initiatives focus on educational design, development, delivery and evaluation, integrating technology and expanding the University's online learning offerings, providing academic development support and services, and promoting teaching excellence through the UNSW Scientia Education Academy and the Education Focussed Academics. The Portfolio works collaboratively with the faculties, schools and divisions to implement the 2025 Strategic Plan and drive enhancements to the student experience and success. It is involved in the design of effective learning environments, promotes Work Integrated Learning initiatives, provides academic skills support to students, and strengthens their career and employability prospects through a range of programs and services.

The Student Academic and Career Success (SACS) is a part of the Pro Vice-Chancellor (Education) Portfolio and works in partnership with Faculties and other Student Services and Support providers across the University. SACS facilitates student academic and career success through the design, development, implementation and evaluation of effective academic language and learning and career and employability opportunities, underpinned by student development and learning worldviews and inclusive education practices.

The work of Student Career Ready Connections is to bridge and embed external employer and industry careers and employability opportunities within UNSW students' educational ecologies to enhance their employability. This will be achieved by designing, developing, implementing, and evaluating; evidence-based, systemic and responsive support for employability opportunities - programs, activities and resources.

The Manager, Global Careers and Employability Experiences is responsible for the recruitment, design, coordination, implementation and evaluation of employer partnership programs, resources and activities (excluding Work Integrated Learning) for UNSW students to access global experiences to enhance their employability.

The Manager, Global Careers and Employability Experiences reports to the Portfolio Lead, Student Career Ready Connections of SACS and has one direct report.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Lead and support the Global Careers and Employability Experiences team within Student Career Ready Connections, providing effective global employability experiences through initiatives, programs, resources and activities to students – both international and domestic.
- Work closely with the Portfolio Lead to develop and implement effective global employer partnerships and engagement strategies to engage students – both international and domestic.
- Manage, monitor, evaluate and report the effectiveness of initiatives, programs and activities using data analytics to ensure a culture of continuous improvement, inclusion and innovation.
- Work closely with the Portfolio Lead and Manager Services & Improvement to develop, manage and monitor budgets and resources to ensure resources are distributed efficiently and effectively.
- Work in close partnership with Portfolio Lead, Student Career-Ready Connections and Faculties to contribute to the successful development and implementation of a Faculty aligned/initiated Global Career & Employability opportunities (excluding WIL).
- Identify trends, strengths, weaknesses, opportunities and risks in the area of global employability and enact appropriate and timely action in response to these.

- Contribute to the development of scholarly/evidence-based activities and use scholarly/evidence-based, national and international best practices to develop systems, processes, and programs/activities.
- Proactively manage the creation and development of a range of online and digital resources for use by and supporting the continuing professional learning of the team.
- Support collaboration and co-operative working relationships across all teams within the Student Career Ready Connections and the Career Development Learning portfolio.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

## SELECTION CRITERIA

- A relevant postgraduate qualification with substantial experience in employability, career development, student development or in the area of international education in a higher education context or an equivalent level of knowledge gained through any combination of education, training and experience.
- Demonstrated understanding or knowledge of issues related to employability, nationally and internationally, as it relates to higher education.
- Demonstrated experience managing a team of people to deliver effective and efficient student-centred services, with the ability to prioritise workloads in a high-pressure environment, work independently and proactively, and meet deadlines with attention to detail.
- Demonstrated experience in initiating, coordinating, managing, maintaining and evaluating global employer relations/partnership programs and associated educational resources and activities.
- Experience in the creation and development of marketing and communications collateral and content.
- Ability to function effectively and independently (with limited supervision) with the capacity to take responsibility for projects, exercise independent judgement and proactively address and resolve complex problems as they arise, including at senior levels to negotiate and agree outcomes.
- Demonstrated experience using evidence-based practices and/or data and developing innovative solutions.
- Superior interpersonal, communication and negotiation skills with the ability to build and maintain effective collaborative professional relationships with University staff and external stakeholders.
- Experience contributing to strategic planning and managing and controlling budgets and resources and an understanding of financial management procedures.
- Ability and capacity to implement required UNSW Health and safety policies and procedures.

*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.*