

Business Development Officer, Learning Abroad and Exchange

Office of Global Engagement and Partnerships

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	4 July 2019

Our University Values



Our Core Competencies

Charles Sturt University (Charles Sturt) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

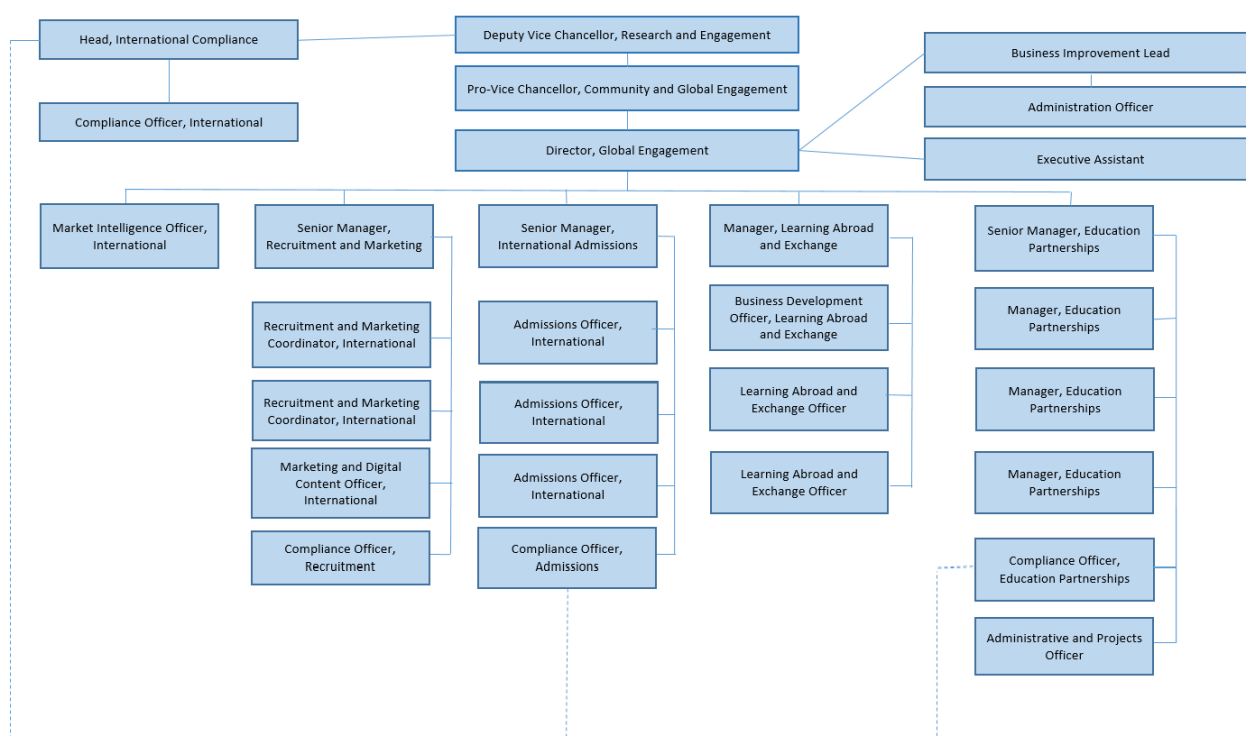
Office of Global Engagement and Partnerships

The Office is responsible for all global engagement matters, including:

- International and Partnerships Strategy
- International relations, sector leadership and advocacy
- International student recruitment and marketing activities
- International Student Admissions
- International education quality assurance and compliance
- International and domestic partnership development and management; and
- Student mobility, including student exchange and short terms programs through the Charles Sturt Global program.

The Office provides expertise and a range of services to support the University in achieving goals associated with international education and partnerships. In meeting this responsibility, the Office collaborates with a global network of stakeholders. In addition, the Office works with all areas of the Charles Sturt community to develop a strong and integrated approach to business development, quality assurance, risk management, student mobility, marketing, and student recruitment.

Office Organisational Chart



Reporting Relationships

This position reports to: Manager, Learning Abroad and Exchange

This position supervises: N/A

Key Working Relationships

- External partnership stakeholders, including education institutions and intermediaries
- Charles Sturt stakeholders who hold responsibility for Charles Sturt international and partnership arrangements and delivery (multiple within Faculties and Schools)
- Charles Sturt stakeholders facilitating outcomes
 - Division of Finance
 - Division of Student Administration
 - Division of Marketing and Communication
 - Division of Student Services

Position Overview

The Business Development Officer, Learning Abroad and Exchange is responsible for working with a range of stakeholders to identify opportunities and to build and implement programs that achieve the objectives set out in the Charles Sturt Learning Abroad and Exchange Strategy (an integral component of Charles Sturt's International and Partnerships Strategy 2020-2023).

The Business Development Officer, Learning Abroad and Exchange will grow participation and revenue from activities, in particular from inbound student exchange and short term study programs.

Principal Responsibilities

- Play a pivotal role in growing participation and revenue associated with inbound, short-term study programs, including the development of a dedicated strategy for inbound learning abroad at Charles Sturt University.
- Work with a broad range of academic staff to identify, develop and implement accessible and attractive international (inbound) study experience opportunities.
- Grow participation in Charles Sturt's student and staff exchange programs.
- Contribute to the development of processes and procedures to ensure the effective operation of Charles Sturt's learning abroad and exchange initiatives.
- Contribute to marketing and recruitment planning and activations that target learning abroad cohorts globally (including international travel, as required).
- Other duties appropriate to the classification as required.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driver Safety Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

- A. A degree, normally with two (2) or more years' subsequent relevant experience to consolidate the theories and principles learned; or
 - a. extensive experience (e.g., an Associate Diploma with at least four (4) years' subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or
 - b. an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Advanced business development capabilities, including the ability to undertake financial scenarios to ensure viability of proposals
- C. High level stakeholder engagement skills
- D. Strong project management and strategic planning experience
- E. An understanding of student mobility trends and strategies for increasing participation

Information for Prospective Staff

Your Application

E-recruitment is the method by which Charles Sturt manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

Charles Sturt is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. Charles Sturt is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's work health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Work Health and Safety and Equal Opportunity can be found on the Charles Sturt website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of Charles Sturt can be found in the Charles Sturt Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [Charles Sturt Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)