

Position Title	Industry Engagement Adviser
Classification	Level 7
School/Division	Deputy Vice-Chancellor (Education)
Centre/Section	Office of Education Innovation and Enterprise
Supervisor Title	Associate Director, Student Employability and Career Development
Supervisor Position Number	FSR 321150
Position Number	FSR 321632

Your work area

The Office of Education Innovation and Enterprise is responsible for strategic leadership and oversight of digital uplift across the full student lifecycle, including both digital enablement initiatives and digital development and capability support. The Office leads the development of innovations in partnerships with third party organisations and industry, and advances UWA's short course and micro-credentials within the UWA Lifelong Learning and Continuing Education framework. The Office of Education Innovation and Enterprise also consolidates multiple initiatives with respect to experiential learning at curricula and co-curricular levels to develop an overall strategy for employability, and broader forms of career development initiatives through establishing and maintaining solid partnerships and engagement with Industry to stay abreast of skill requirements and resourcing needs.

Reporting structure

Reports to: Associate Director, Student Employability and Career Development

Your role

As the appointee, you will, under broad direction, be responsible for developing and maintaining partnerships and collaborations with industry stakeholders to foster a mutually beneficial relationship between UWA and the business community. This position will play a crucial role in promoting knowledge exchange, driving innovation, and enhancing the University's impact in the wider community.

Your key responsibilities

Develop and maintain relationships with industry partners and host organisations, including generating leads for new partnerships and placement opportunities in close collaboration with other teams and departments within UWA to ensure coordinated and effective industry engagement efforts

Oversee the development, implementation and maintenance of consistent processes and standard offerings to industry partners and host organisations

Implement and maintain a centralised repository for relevant information and supporting documents for industry engagement activities

Liaise with industry partners and organisations, acting as the point of contact on work placement agreements, providing support and authoritative advice and responding to complex enquiries providing factual and accurate information

Promote the exchange of knowledge and expertise between UWA and industry partners, and maintain currency with the latest trends and developments in the job market

Plan, coordinate and deliver programs of activity, including events, that bring together students and the business community

Develop and maintain a system to track and report on industry engagement activities and outcomes, regularly evaluating its effectiveness and making recommendations for continuous improvement

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency in a relevant field, completion of or working towards a post-graduate degree is desirable

Substantial experience and ability to liaise and network effectively with a range of professionals and establish effective relationships with internal and external contacts

Substantial understanding of industry engagement strategies and practices, including knowledge exchange, technology transfer, and commercialisation

Demonstrated ability to develop and implement best practice, policies, procedures and processes for external WIL engagement activities in a higher education setting

Excellent written, verbal communication skills, oral presentation, and interpersonal skills

Excellent planning and organisational skills and demonstrated ability to coordinate projects, set priorities and meet deadlines

Demonstrated ability to plan and deliver events or industry programs that facilitate meaningful engagement

Ability to work independently, show initiative and work productively in a multi-functional team environment

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email

Experience in contracting and corporate partnership liaison is desirable

Special requirements (selection criteria)

Some after-hours work may be required

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/