

Relationship Manager

College/Division	Division of Future Students
School/Section	Tasmanian Future Students Team
Location	Launceston
Classification	HEO 6
Reporting line	Senior Relationship Manager

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Relationship Manager in the Tasmanian Future Students team as part of the Division of Future Students.

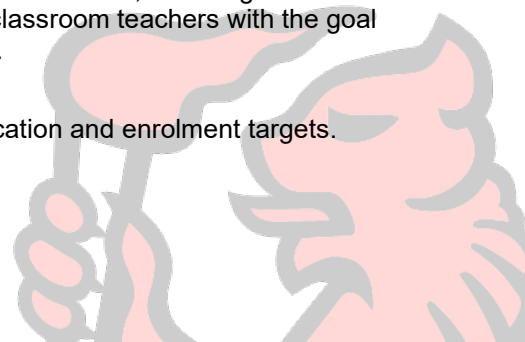
The Division of Future Students is responsible for the initial stages of the student lifecycle and includes portfolios such as marketing, engagement, recruitment, international and admissions. Future Students is a key service provider ensuring the University delivers a sustainable pipeline of student numbers and delivers outcomes that facilitate our students' future success.

Working as part of the Tasmanian Future Students team, the Relationship Manager plays a critical role in the implementation of the University's Tasmanian student recruitment strategy and assists in achieving Tasmanian student recruitment performance targets through managing a broad range of relationships and activities. The Relationship Manager will be responsible for developing deep connections with the University's external school stakeholders and other key stakeholders, assisting to lift educational attainment in the state by inspiring, encouraging and supporting prospective students to study with the University of Tasmania.

The Relationship Manager will play a leadership role within their agreed region, supporting other team members to achieve mutually agreed goals. The Relationship Manager will be required to attend out of hours activities, be able to spend periods of time travelling intrastate. The ability to take annual leave at certain times of the year may also be restricted.

What You'll Do

- In consultation with the Senior Relationship Manager and working in collaboration with other internal and external stakeholders, implement strategic initiatives that aim to increase the proportion of Tasmanian school leavers and adult learners from a specified region enrolling with the University of Tasmania.
- Provide high level relationship management to key education sector stakeholders, including but not limited to Principals, TasTAFE representatives, Career Advisors and classroom teachers with the goal of supporting their students to transition to the University of Tasmania.
- Plan and implement school recruitment plans to achieve agreed application and enrolment targets.



- Play a lead role in coordinating and staffing key internal and external University events (including the University's annual School Leaver Expo, information evenings, careers expos, etc).
- Provide regular market insights to the Senior Relationship Manager on the effectiveness of various recruitment activities to advise future planning.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- A university qualification in any discipline or progress towards achieving one.
- Strong communication, interpersonal and stakeholder management skills. Ability to confidently influence outcomes at all levels of organisations, and liaise with people of various skills, experience, and background to achieve mutually beneficial outcomes.
- Effective organisation and time-management skills, together with a demonstrated ability to work with competing demands, prioritise work tasks and be flexible in response to changing work priorities.
- Demonstrated ability to work effectively as part of a team, as well as the capacity to work independently with initiative and accountability on relevant projects.
- Computer literacy, including the ability to use Word, Excel and PowerPoint; and computer based administrative systems, records management and database applications and a familiarity with the use of a range of technologies and audio-visual equipment.

Other position requirements

- Current Working with Vulnerable People registration (or ability to obtain one)
- Current driver's licence
- Regular intrastate travel may be required

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

<https://www.utas.edu.au/jobs><https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

