



POSITION DESCRIPTION

Academic Services

Faculty of Business and Economics

Manager, Student Employability & Enrichment

POSITION NO	0034120
CLASSIFICATION	PSC9
SALARY	\$115,726 - \$120,404 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Chris Gartner Tel +61 3 8344 40718 Email chris.gartner@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Manager, Student Employability and Enrichment leads a portfolio of work to ensure that the Faculty's undergraduate and graduate students develop the skills, knowledge and experiences they need to be professionally-ready. The portfolio currently includes a range of activities including orientation and transition, work integrated learning, mentoring, industry and experiential programs, professional skills workshops and student clubs.

Reporting to the Director, Academic Services and working closely with the Faculty's Senior Leadership, the incumbent:

- ▶ is the primary professional staff member responsible for supporting Faculty leadership develop fit-for-purpose student employability and enrichment strategy. The incumbent does this by:
 - monitoring the effectiveness of the Faculty's suite of employability and enrichment programs, particularly in terms whether or not our offering meets the needs of our large student body and local and international employers
 - driving understanding of contemporary best practice in student employability and enrichment program design and delivery by benchmarking the Faculty's approaches against those of our global peers and competitors.
- ▶ leads implementation of the Faculty's student employability and enrichment strategy by:
 - managing a multi-disciplinary team (currently of 14 staff) responsible for program delivery and industry engagement, and ensuring that this team is optimally mobilised and supported for success
 - working as part of a wider Faculty management team to ensure that the Faculty's employability and enrichment activity complements the work done by our student-focussed academic, marketing and recruitment and scholarship teams
 - ensuring that the Faculty's programs integrate with and leverage complementary programs delivered at a university-wide level, particularly those delivered by the Student Success group.

1. Key Responsibilities

1.1 PLANNING, STRATEGY, REPORTING AND ADVICE

- ▶ Support the Dean, Deputy Deans and senior leadership set and carry forward the key strategic priorities in the student employability and enrichment portfolio.
- ▶ Accountable for reporting on Faculty-level student employability and enrichment performance (e.g. work integrated learning, industry engagement) including benchmarking and competitor analysis.
- ▶ Provide high-level expert advice to members of Faculty Executive, academic and professional colleagues.
- ▶ Work collaboratively with the Deputy Deans, academic staff and Student Success to facilitate and support the development of strategic student employability and enrichment partnerships and collaborations.
- ▶ Monitor performance across all areas of the student employability and enrichment portfolio through analytics, reporting and performance metrics and tracking.

1.2 LEADERSHIP & MANAGEMENT

- ▶ Provide strategic leadership on Student Employability and Enrichment priorities, objectives and program delivery.
- ▶ As part of a wider management team, ensure that the Faculty's employability and enrichment activity complements the work done by student-focussed academic, marketing and recruitment and scholarship teams.
- ▶ Effectively motivate, coach and manage staff to achieve goals. Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance nurtured and rewarded.
- ▶ Accountable for leadership and professional development of staff and development and management of annual budget.
- ▶ Deliver high quality services in collaboration with University Services, and where necessary ensure the effective resolution of service issues as they arise.
- ▶ Represent and actively contribute to Faculty/University committees and working groups as appropriate.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S.

2. Selection Criteria

- ▶ Postgraduate qualifications with extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated ability to develop and implement strategic and operational plans, and to provide high level advice to a range of clients on these plans.
- ▶ Demonstrated ability to establish and implement new, contemporary initiatives and to maintain a cycle of continuous improvement around existing initiatives.
- ▶ Excellent relationship management skills, particularly a record of actively developing productive relationships with a new and existing industry partners and allies.
- ▶ High level analytical and problem-solving skills with the ability to exercise judgment and initiative.
- ▶ Proven management and leadership skills with the ability to motivate and lead staff to work with a student-centred and industry-responsive orientation. This includes during periods of program evolution and change.
- ▶ Excellent communication and interpersonal skills with the ability to liaise and influence a range of internal and external stakeholders.

2.1 DESIRABLE

- ▶ Experience in, or an understanding of, the higher education sector, particularly in (a) student needs over the full learning lifecycle; and (b) the interface between industry and universities around graduate employability.
- ▶ Understanding of current global market for tertiary-level business education.

3. Special Requirement

- ▶ A valid Working with Children Check (WWC) will be required.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under broad direction from the Director, Academic Services and is expected to exercise a high level of independence and flexibility. The incumbent will routinely make independent decisions in response to a variety of sensitive and important matters. The incumbent is responsible for providing supervision and direction to the staff of the Unit.

This role operates with a high level of autonomy and independence and provides advice to student employability and enrichment staff on University policies and procedures in relation to contracts and administration, liaising with relevant Units in the Faculty in the development of budget requirements.

4.2 PROBLEM SOLVING AND JUDGEMENT

A high degree of professional judgement is required with the essential ability to exercise well developed analytical, investigative and reporting skills to achieve agreed objectives. The incumbent is expected to analyse problems and recommend solutions, which may require the development and introduction of new Faculty policies and procedures, as well as the development of new systems, as part of a continuous review to improve processes. The incumbent works within the broad framework of University and Faculty policy and is expected to resolve problems and provide creative solutions relating to the day-to-day running of the activities for which he/she is responsible.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to develop new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration of other specific bodies of knowledge.

A comprehensive knowledge of the University's academic and administrative policies, including student management and support, and familiarity with the Academic Services Units is required to ensure that key responsibilities are executed. The level of expertise across the range of activities requires the incumbent to have relevant experience.

4.4 RESOURCE MANAGEMENT

The incumbent will be required to develop, manage and report on the Student Employability & Enrichment budget to ensure cost effective delivery of quality student services. The incumbent is responsible for the day to day support, mentoring, performance appraisal and supervision of staff in the Unit as well as for managing the Unit's budget. The Student Employability & Enrichment Unit currently comprises of 14 FTE in total.

4.5 BREADTH OF THE POSITION

The incumbent will communicate and manage relationships with a wide range of clients internal to the Faculty but also including industry, University central administrative staff and external contractors.

5. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. Other Information

7.1 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

The faculty also hosts two University-wide initiatives:

- ▶ The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.
- ▶ The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

7.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

7.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has

adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>