

Position Description

Manager, Global Employability

Position Number: 00062777
Position Title: Manager, Global Employability
Date Written: May 2018

Faculty / Division: DVC Academic
School / Unit: Careers and Employment
Position Level: Level 9

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



OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Careers and Employment empowers students and graduates with the skills to successfully develop their careers and links employers with students and graduates.

Careers and Employment offers a range of courses, programs, services, events and resources for students aimed at building the necessary skills to gain part-time, internship and graduate employment. They include working with academics to embed career development learning within the curriculum, development and delivery of co-curricular career education seminars, individual career advice sessions with students; a range of employer programs and several niche career development programs.

The Manager, Global Employability oversees key strategic initiatives to increase the employability of UNSW International students and enhance UNSW's reputation as an institution that is strongly linked to industry. The incumbent works collaboratively with UNSW Division of External Relations, Student Development International, professional units and faculties across UNSW, local and offshore employers, alumni, career professionals and other external groups.

This role will be required to travel internationally on a frequent basis.

The role of Manager, Global Employability reports to the Head of Careers and Employment. Direct reporting relationships are still under consideration and will be developed over the coming twelve months.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Manage the overall direction, coordination, implementation, and evaluation of a suite of career development, professional practice and work integrated learning programs, resources and initiatives for international students, ensuring the outcomes meet the unit's objectives, resources are used effectively and efficiently, and the design, delivery, evaluation and marketing is innovative, of high quality and reflects industry best practice.
- Manage, train and supervise staff in providing professional career services and support the career development learning of international students and graduates. Facilitate a climate of collaboration and dedication among the team to achieve the strategic goals of the University and the unit.
- Actively develop and grow strategic relationships with local and international industry, professional associations, community and alumni contacts to facilitate partnerships and sponsorship of programs and initiatives.
- Actively develop and grow strategic linkages with the broader university community and industry representatives to promote Work Integrated Learning and employability for international students. Work collaboratively with key areas of the university to increase employment opportunities for international students and graduates.
- Represent the University at international recruitment and education events, meetings and functions (onshore and offshore) to ensure University objectives are met and to enhance the reputation of the unit and the University.
- Contribute effectively to strategic planning for the unit on the basis of substantial experience in the application of strategic goals, complex policies and legislation.
- Actively apply understanding of relevant legislation, university policies, career development research and best practice to the development of joint proposals, solutions and recommendations.
- 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

- Postgraduate qualification with at least four years subsequent relevant experience (OR equivalent level of knowledge gained through any other combination of education, training and/or experience).
- Extensive experience in designing, developing, delivering and evaluating career development programs and employability initiatives for international students within a tertiary education environment.
- Excellent communication and negotiation skills with a demonstrated capacity to liaise effectively with internal and external stakeholders at all levels and across cultures.
- Expert and comprehensive knowledge of the current employment market and employment related skills, the tertiary education sector and graduate opportunities and a commitment to issues affecting International students and graduates both nationally and globally.
- Experience in the recruitment and selection of careers professionals, leading and fostering staff to ensure that they receive appropriate induction, training and supervision.
- Demonstrated ability to work independently, and as a leader, undertaking multiple projects: effectively co-ordinating staff, resources, time and budget to deliver quality outcomes that meets the strategic goals of the Unit and the University.
- Experience in working collaboratively with academic and professional staff across the university to drive and implement strategic initiatives to enhance career development learning and work integrated learning experiences for students.
- Extensive knowledge of the University community with experience in developing, interpreting and implementing policy and procedure documents.
- Professional member (or eligible for registration as a Professional member) of the National Association of Graduate Career Advisory Services (NAGCAS).
- 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.