*Faculty / Division: UNSW Business School*

*School / Unit: Education Portfolio*

*Position Level: Level 9*

*Position Number: 00046097*

*Position Title: WIL Industry Engagement Manager*

*Date Written: November 2017*

## 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.


## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Business School is a leader in business education and research in the Asian region and one of the largest Business Schools in Australia with more than 16,500 students, 500 academic and professional staff and more than 80,000 alumni and partners. The Business School offers a full suite of business degree programs at undergraduate, postgraduate, coursework and research levels, including the AGSM MBA programs and a range of Executive Programs. Its direction is guided by a business advisory council of leading CEOs, chairpersons and other business leaders.

## The Business School’s reputation is built on its outstanding staff, students and alumni and a cultural diversity which ensures an international focus. It also has a long history of deep industry engagement, and takes pride in the impact it has through its educational and research activities. The School is frequently ranked among the top 50 in the world, and in some areas among the top 20, according to global indicators. For further information, see: https://www.business.unsw.edu.au/

The WIL Industry Engagement Manager in the Student Experience Unit (SEU) will develop, manage and

maintain domestic and international industry and employer relationships that facilitate Work Integrated

Learning (WIL) experiences for Business School students.

With responsibility for all activities in the ‘Placement’ stream of student opportunities within the SEU, the

incumbent will work alongside the WIL Program Manager, to ensure the ‘Preparation’ stream of

opportunities within the latter’s remit meet and exceed industry partner expectations. The role will also work

closely with the WIL Operations Manager, to ensure employer and industry relationships are supported by

the relevant policies, procedures and digital platforms.

The role of WIL Industry Engagement Manager reports to the Director Student Experience, and has 4 direct

reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

* Develop strategies aligned with Faculty and UNSW objectives for the engagement and cultivation of WIL industry and employer relationships. Lead the Business School’s attraction and retention of prospective industry, government and community partners for the purpose of increasing student placements and other Work Integrated Learning activities, in collaboration with the WIL Program Manager.
* Develop, manage and lead a portfolio of domestic and international industry and employer relationships that facilitate successful WIL experiences. Ensure that recommendations and actions are implemented and effectively integrated with all requirements. Proactively seek and identify opportunities to grow new business opportunities as aligned to the WIL strategy.
* Draw upon existing relationships across the UNSW Business School community (including senior executive, Business Advisory Council, alumni and schools) to create and grow a network of placement prospects.
* Ensure WIL propositions are articulated to the domestic and international industry and employers via engagement strategies and manage industry and corporate sector relationships (domestic & international) that are critical to the success of the WIL experience for the UNSW Business School.
* Collaborate with the WIL Program Manager and WIL Operations Manager to develop and lead strategies for continuous improvement, implement and integrate solutions into relevant processes including changes to systems, policies and procedures.
* Identify and report on WIL performance achievement including qualified leads, ROI on industry engagement spend. Identify, recommend and take appropriate actions.
* Align Business School offerings to UNSW WIL strategy and ensure the development and delivery of a cohesive industry engagement strategy. Champion the UNSW Business School WIL offerings both domestically and internationally, raising the profile of the Business School as being best practice

WIL.

* Provide significant leadership to Faculty and other key stakeholders in relation to WIL industry engagement activities, and play a pivotal role in the development of the WIL culture at UNSW by proactively engaging and collaborating with key University and Business School.
* Work with SEU Director and management team to develop and implement a client focused culture and collaborative team environment that ensures effective and cooperative relationships with key stakeholders within UNSW and externally.
* Collaborate with the relevant UNSW partners to build awareness of student opportunity initiatives, and inform prospective and current students at both undergraduate and postgraduate levels of our unique value proposition.
* Act with a high level of independence to manage the implementation of systems, guidelines and procedures and collaborate with peers and clients for this delivery.
* Ensure activities relating to the unit conform to UNSW policies, government legislation and guidelines, and proactively advise the Faculty and where appropriate the wider University in areas of risk and improvement including representation on working groups.
* Fulfil other duties as specified from time to time by the Student Experience Director and Deputy Dean (Education).
* Ensure compliance in regard to confidentiality and ethical practices and ensure that privacy is maintained in carrying out day-to-day operations.
* 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

* Relevant postgraduate qualifications with extensive relevant experience or an equivalent level of knowledge, gained through a combination of education, training and/or experience
* A successful track record in planning and execution of strategy with strong project management experience with ability to manage complex objectives and competing priorities
* An understanding of emerging trends in WIL and appreciation of best practice offerings domestic and international
* Strong consultation, influencing and negotiation skills and proven ability to build effective relationships and secure resources from diverse internal and external stakeholders
* Proven ability to exercise independent judgement and problem solving with the ability to resolve and address issues as they arise
* Strong research and analytical skills including experience preparing high quality committee papers, reports, proposals, recommendations, business cases and policy documents
* Proven leadership skills managing a team of professionals, including managing workloads, setting priorities and influencing and driving core outcomes in a complex environment
* Outstanding organisational skills with the proven ability to deal with multiple tasks, establish priorities and meet strict and/or tight deadlines
* Demonstrated ability to interpret and communicate complex policies and influence effective implementation
* Excellent computing skills including demonstrated experience of working with database systems and Microsoft Products, including Excel
* Demonstrated ability to work well under pressure with sensitive and confidential matters and to work
* flexible hours, as required
* Ability to implement equal opportunity and diversity policies and programs
* 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.*