

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Industry Development Manager Level: 6/7
 Faculty/Division: Graduate Career Development & Employability Directorate/Academic Services Division
 Department/Location: Careers Central

Primary purpose of the position:

To identify and forge long-term linkages with industry, government agencies, professional bodies, UOW alumni and community organisations to maximise employment, placement, mentoring and industry experience opportunities for UOW's diverse student and graduate cohorts.

Specifically, the Manager will secure and grow a strong suite of placements and industry projects for undergraduate and postgraduate domestic and international students enrolled in CRLP200, GWP800, ENGG942 and COMM900. The Manager will also take a leading role in invigorating and delivering on the Unit's employer engagement strategies to enhance Careers Central capability and capacity to support UOW's strategic directions. The appointee will develop appropriate planning, strategy and policy to support these and other GCD&E activities.





Position Environment:

The GCD&E Directorate assists UOW students to establish appropriate career goals and implement strategies to achieve those goals. The opportunity to gain exposure to the world of work is a critical stage in this process, as it can contribute to career clarity, completion rates and future employability. The further development of the GCD&E Directorate's relationships with employer communities is critical to improved employability for the student community.

The position works in close collaboration with the senior manager and colleagues within the GCD&E Directorate and in consultation with key stakeholders including academic and professional services staff, alumni and students.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1	Develop and maintain strategic long-term linkages and bolster existing relationships with employers, industry and professional networks, community organisations, UOW alumni and internal stakeholders to maximise employment, mentoring and industry experience opportunities available to UOW students and graduates. Integral in the above process, identify appropriate industry placements and projects to agreed timelines for domestic and international, undergraduate and postgraduate students undertaking suite of work-integrated learning subjects, CRLP200, GWP800, ENGG942 and COMM900, and provide quality assurance to underpin the processes and procedures.	<ul style="list-style-type: none"> Measurable increase in percentage of students undertaking industry experience Increase in paid positions, casual, graduate & longer term, advertised on Unit's online job board Increased awareness of the Careers Central brand amongst the business community at a local, regional and 	60%	

		<ul style="list-style-type: none"> national level Increased long term employer and industry relationships resulting in ongoing work placement opportunities Students placed in appropriate host organisations under effective supervision or undertaking an industry project relevant to their discipline leading to increased employability and high satisfaction rates from all parties Increase in engagement from UOW alumni in Unit's programs 		
2.	In consultation and collaboration with relevant staff and stakeholders and as part of the quality review process, review, improve and deliver on objectives of Unit's employer engagement strategy.	<ul style="list-style-type: none"> Services and programs are responsive to the needs of employers, a diverse student population and aligned to the strategic goals of the University. 	20%	
3.	In collaboration with key stakeholders design and coordinate annual flagship event showcasing industries and employment potential in the region for UOW students.	<ul style="list-style-type: none"> Students have access to quality and up-to-date labour market information and employment opportunities available in the region Increase in businesses from the region recruiting UOW students and graduates Strong ties forged with region's SMEs and the University 	10%	
4.	Coordinate and develop effective key account management process to effectively manage Unit's industry contacts	<ul style="list-style-type: none"> Key accounts identified and refreshed Partnership agreements established for different categories Relationships cultivated 	5%	
5.	Record, monitor and report on Unit's external relations using the Careerhub CRM software	<ul style="list-style-type: none"> Improved understanding of employer needs and how these might be met through improvements in 	5%	

		<p>services, curricular and co-curricular activities which foster employability and entrepreneurship in the student body.</p> <ul style="list-style-type: none"> • 		
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	<ul style="list-style-type: none"> • To foster direct relationships with staff and enhance engagement with the organisation. 	Ongoing	
9.	Observe principles and practices of Equal Employment Opportunity	<ul style="list-style-type: none"> • To ensure fair treatment in the workplace 	Ongoing	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	<ul style="list-style-type: none"> • To ensure a safe working environment for self & others. 	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Business Development Manager, Careers Central
The position supervises the following positions:	N/A
Other Key Contacts:	Career Consultants, WIL Coordinator

Key Relationships:

Contact/Organisation:

Employer Community

Industry & professional associations e.g. RDA, ACS, IBC, i3Net

Internal UOW stakeholders e.g. Corporate Relations, Office of Advancement, Innovation and Commercial

Purpose & Frequency of contact

Develop linkages with individual employers daily
Monitor the relationships with existing contacts at least monthly

Attend networking events weekly

Monitor relationships at least monthly and attend eClub events

Research Unit (iAccelerate, eClub, Startpad and business development staff), faculty staff involved in industry liaison

External recruitment consultant(s)

Monitor the relationship at least monthly

Key Challenges:

1. Identifying and securing sufficient numbers of employer hosts for workplace learning programs for international students
2. Identifying and securing workplace experiences that aim to increase employability and entrepreneurship for students
3. Monitoring the satisfaction levels of the students and their host employers, in Australia and overseas.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Capacity to develop, market and maintain networks in business and industry in order to maximise opportunities and strategic knowledge for the unit.
- Demonstrated ability to connect with various audiences – in business, in education, with students and with fellow staff, underpinned by strong verbal and written communication skills, negotiation and persuasion.
- Knowledge of labour market issues impacting upon the employability of students and graduates from domestic and international contexts.
- Proven strengths in managing varied programs and activities, underpinned by strong commercial acumen, policy development, superior presentation, administration and computing skills.
- Knowledge of current immigration regulations and processes in relation to international students.

SELECTION CRITERIA - Education & Experience:

Essential:

- Bachelor of Commerce (Sales, PR and/or Marketing) and/or qualifications and experience deemed equivalent.
- Demonstrated experience and a proven track record in business development.
- Experience in promoting the capacities and value of students from diverse cultures to Australian workplaces.
- Key account management experience.

Personal Attributes:

- A commitment to workplace learning and an appreciation and understanding of its value to a diverse student population and to industry.
- Empathy and respect for diverse cultures.
- Proven capacity to work individually and as part of various project teams

Special Job Requirements:

At least twice weekly required to attend breakfast and evening networking functions to promote students and programs.

Regularly required to travel to meetings and networking events in the Wollongong, Sydney and regional areas.

May be required to travel to other UOW campuses/centres.

Organisational Chart:

