

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Management Cadet Level: Management Cadet Scale  
Division: Administration Department/Location: Various

### Primary purpose of the position:

The University's Management Cadetship is a five year fixed term contract aimed at Yr 12 school leavers. Cadets rotate through a number of areas across the University including HR, Finance, Marketing, Audit, Policy & Governance and Student Administration. Cadets also undertake a relevant undergraduate degree majoring in areas such as Management, Marketing, Finance, Accounting or Business Information Systems. Other areas of study may be acceptable if they are considered compatible with the work placements of the cadetship.

During the final two years of the Cadetship, cadets undertake a specialised placement relating to their degree major which prepares the cadet for gaining a position in their chosen field.

### Major Responsibilities:

Responsibilities of the management cadet vary according to the work unit to which they are assigned. All duties are outlined and agreed upon at the commencement of each placement and documented via a Performance Planner. A separate Position Description will normally be drawn up when the cadet enters their specialisation.

### 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: Supervisor as assigned by each work unit involved in the rotation program. The cadet also reports to Manager, Professional & Organisational Development Services via a Cadetship Coordinator who is a member of the PODS team

The position supervises the following positions: NIL

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Excellent written and verbal communication skills.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated initiative and creativity.
- Demonstrated ability to set goals, plan activities and manage time to achieve objectives in the face of competing demands.

## SELECTION CRITERIA - Education and Experience:

Essential:

- Yr 12 Higher School Certificate.
- Consistent record of strong academic achievement.

## Personal Attributes:

- Ability to communicate with people across all levels of the organisation and from various cultural backgrounds.
- Ability to adapt to changing situations and to quickly grasp new concepts & knowledge.

## Special Job Requirements:

N/A

## Organisational Chart:

N/A

## Approval:

Approval by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by HR: \_\_\_\_\_

Date: \_\_\_\_\_