POSITION DESCRIPTION

Position: Manager, Careers and Further Studies

Department: Shared Services

Reporting to: Head, Education Strategy

Directly Supervising: Coordinator, Careers and Further Studies

Salary Range: EFT Band Level 5, $87,000-95,000 base salary plus 10% Superannuation and 17.5% Leave Loading

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POSITION SUMMARY

As a central pillar of our new Strategic Plan, the Careers and Further Studies office is key to building an expanded, integrated student services function for all Trinity students. The Careers and Further Studies office will provide careers assistance for Residential College, Pathways School and Theological School students and alumni through a range of programs, resources, networking opportunities and lifelong learning activities. The Manager, Careers and Further Studies will ensure the success and effectiveness of this office across the student body and young alumni, and report regularly to the Senior Management Team on agreed performance criteria.

SELECTION CRITERIA

Essential:

1. A tertiary qualification (Master's degree preferred) and significant experience in careers education, student services and/or alumni relations, preferably at the tertiary level. Familiarity with international students’ career issues and programs will be well regarded.
2. Demonstrated knowledge and understanding of policies, programs and research relating to careers counselling and pathways planning.
3. Demonstrated experienced in the development and delivery of course, careers and pathways counselling.
4. A proven track record of ethical practice standards as required under the Professional Standards for Australian Careers Development Practitioners.
5. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
6. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
The ability to positively contribute and work within a team environment in addition to working independently.

Well-developed keyboard and computer skills in Microsoft Applications and the ability to learn new systems.

High-level familiarity with careers platforms, online assessment tools, alumni directories, job sites and social media such as LinkedIn.

An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

An understanding of Equal Opportunity, and commitment to equity and cultural diversity.

An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Further Information:
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for an interview, evidence of status will be required.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.

KEY RESPONSIBILITIES

1. Ensure that the Careers and Further Studies office meets the College’s objectives, which in part stem from the Strategic Plan, and report on these regularly.
2. Ensure that programs link students and recent graduates with the alumni network to enhance student employability and career outcomes and enrich the student experience. These career enrichment activities and programs may include internships, mentoring, and networking.
3. Ensure opportunities for programs and activities (including mentoring programs and social media activities) that link Foundation Studies and other alumni to Foundation Studies students for the purpose of career exploration, network and employability development.
4. Liaise with the Advancement Office to establish or renew contact with recent Trinity College graduates.
5. Ensure that current Foundation Studies students and recent FS alumni have information about interviews, job opportunities, careers and postgraduate options.
6. Build industry partnerships and coordinate internship opportunities for students of the College, both nationally and internationally.
7. Lead the strategic direction of the office and serve as liaison to Senior Management Team, the Associate Director, Alumni Relations, Senior Staff, relevant Melbourne University departments and professional associations such as NAGCAS and NACE.
8. While ensuring a careers service for all students, a key focus of this role will be on advising current residential students and recent residential alumni.
9. Counsel students and recent alumni about interviews, job opportunities, careers and postgraduate options.
10. Coordinate group workshops and events featuring guest speakers and industry overviews.
11. Ensure first class technology, including careers platform, online tools, Trinity job boards, directories, social media, portal and external website, and lead marketing efforts.
12. Collaborate with the residential College, Advancement Office and student groups to bring guest speakers to campus through the Oak Program and Fireside Chats.
13. Connect current students with alumni through mentoring programs and events.
14. Oversee lifelong learning activities, including fellowship programs, professional development offerings and a possible expanded non-resident program.
15. Refer students where appropriate to relevant pastoral care colleagues.
16. Report directly to the Head, Education Strategy with a dotted line report to the Deans of the Residential College, Pathways School and Theological School. Supervise Coordinator and other casual staff as appropriate.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:
• Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
• Comply with the OHS guidelines in the Staff Terms and Conditions.
• Adopt work practices that support OHS.
• Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
• Seek guidance for all new or modified work procedures for work safe practices.
• Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
• Participate in meetings, training and other environment, health and safety activities.
• Not wilfully place at risk the health or safety of any person in the work place.
• Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

Supervisors are responsible for:
• Developing and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
• Providing all staff with relevant OHS information in an appropriate, timely manner.
• Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
• Providing adequate supervision through technical guidance and support.
• Identifying and controlling hazardous conditions and where possible reduce risks or eliminate.
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
• Ensuring that all accidents and incidents are reported.

Managers and Directors/Deans are responsible for:
• Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through performance review.
• Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
• Ensuring that all staff, including contractors under local control, are appropriately inducted.
• Providing relevant OHS information and ensuring appropriate training.
• Ensuring all risk issues that have been identified are monitored and recorded.
• Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,000 talented students from across Australia and around the world. These programs include:

• The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
• Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
• Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
• Young Leaders Summer Schools for Australian and overseas secondary school students.
• Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

_Trinity College: Excellence, Community, Diversity_