

Academic Division

University of Newcastle Industry Scholarship Scheme (UNISS) Coordinator – Business Development

Office of the Deputy Vice-Chancellor (Academic)

Position No. 1002

General Information

The position is available on a full-time, continuing basis.

Position Description

ROLE:	UNISS COORDINATOR – BUSINESS DEVELOPMENT
HEW LEVEL:	HEW 6
FACULTY/DIVISION:	ACADEMIC DIVISION
IMMEDIATE SUPERVISOR:	UNISS MANAGER

Role Statement

Facilitate business development of the UNISS program across the University of Newcastle, including the development of quality control policies and procedures to support growth in all disciplines, enabling UNISS to meet its strategic objectives.

Role Description

Supervision/Management /Leadership

Be responsible to the UNISS Manager for developing and promoting the UNISS program to relevant internal staff and external industry stakeholders.

Collaborate with UNISS staff to establish priorities, monitor work flows and maintain business development and quality assurance systems to enable UNISS to meet its strategic objectives.

Task level and Typical Activities

In consultation with the UNISS Manager, develop and implement flexible models, relevant to the expansion of UNISS across the University and responsive to different disciplines and their industries.

Establish and maintain co-operative and productive relationships with UNISS staff, Senior Management and Academic staff, students, Industry sponsors and the community to support the UNISS program.

Liaise and consult with Industry sponsors, University senior management and academics; and scholars to identify potential opportunities for growth

Plan, develop and implement marketing activities to support the promotion of UNISS to university staff, students and potential sponsors of UNISS

In consultation with the UNISS Manager, UNISS discipline representatives and other stakeholders, develop a UNISS educational quality assurance framework to strategically manage scholar work experience and work integrated learning.

Establish and maintain UNISS discipline representative committees for the purpose of sharing expertise, maintaining consistency in scholarship interview and selection practice and UNISS scholar reporting.

Coordinate a unified approach to standard operating procedures, quality control and risk management as the program expands to other disciplines.

Assist the UNISS Manager to conduct sponsor and industry placement visits as required.

In consultation with the UNISS Manager plan and monitor UNISS events and functions.

In collaboration with the UNISS Coordinator (Operations), develop and maintain currency of UNISS literature and other documentation including promotional material, website, UAC and other internal University publications.

Undertake any other duties as directed and appropriate to this level.

Organisational Knowledge

Apply a sound understanding of academic and administrative policies and procedures and program requirements for undergraduate degree programs in the provision of authoritative advice to University staff, UNISS Scholars and Industry Sponsors.

Develop and review policies, procedures and administration systems for UNISS to enable the effective and efficient functioning of the Unit, and to comply with relevant University requirements.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance, Records Management and Occupational Health and Safety in the management of staff and in the performance of the responsibilities of the position.

Judgement, Independence and Problem Solving

Identify issues affecting UNISS scholars, investigate and analyse the situation and propose solutions to emerging trends, resolving matters and reporting to the UNISS manager in a timely manner.

Analyse and report to the Manager UNISS on the impact of University policies and processes in relation to UNISS including making recommendations on process improvement.

Represent UNISS at student recruitment functions such as Information Days, Advisory Days, Orientation Sessions, UAC Information Sessions and other external functions as required.

Selection Criteria

- A degree with extensive subsequent relevant experience; or extensive experience and specialist expertise in a relevant field; or an equivalent combination of relevant experience and/or education and training.
- Demonstrated business acumen, with an ability to establish and maintain professional networks.
- Demonstrated high level project management and organisational skills
- Demonstrated understanding of, and commitment to, continuous improvement.
- Demonstrated ability to be a strategic thinker and apply initiative when resolving issues.
- Highly developed oral and written communication skills.
- High level Computer literacy, including experience in MS WORD, Excel, PowerPoint and database applications.
- Understand the University's policies and procedures on Equity and Diversity, OH&S and Managing for Performance Management principles

Conditions and Benefits

HEW Level 6 - \$54,582 to \$60,227 per annum.

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Ms Angela Samuels, Manager UNISS on (02) 4921 6413 or email Angela.Samuels@newcastle.edu.au

Related Links

- [UNISS](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 27 July, 2008.

Note: Your application must include a statement addressing the selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).