

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Manager – Industry Engaged Learning
Position Number	M1
Category	Managerial
Campus/School/Unit	Sarawak Campus
Division	Academic Affairs
Term of Appointment	Full time
Effective Date	January 2012

Position Purpose:

The Manager, Industry Engaged Learning (IEL) position is created to support the university with student industry engaged learning programs that include: Industry Based Learning (IBL) placements; international industry work placements; internships and student industry based final year projects. The person shall work closely with colleagues in the offices of the Director Academic, Heads of Schools, and Director Business Development & Communications to jointly drive the university's objectives in terms of growth, reputation, strategic partnerships and industry engagement.

The University has a strong focus in IEL to ensure the delivery of world class practical outcomes for its graduates. The Manager is responsible for ensuring the supply of suitable industry placements, internships and industry based projects to support all enrolled students. The Manager is required to be innovative in negotiating and securing a range of industry placements and sponsorship opportunities to support industry engaged learning.

The person will be required to liaise extensively with relevant stakeholders both internal and external to the University, in particular with the Heads of Schools, to ensure the Schools are aligned with the University's requirements, and contribute to the development and annual review of strategy and proposals for new partnerships, industry engagement initiatives and external study programs for students. Ensures consistency in IEL effort across all Schools and develops productive relationships with industry, community and other stakeholders, ensuring the best possible learning for students.

University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university in the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology, and on gaining university status in Malaysia, it changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004.

The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2010 the Sarawak Campus has approximately 4,000 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a wider diversity of courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and overseen by the University in Australia.

Unit/School & Division

Academic Affairs	
URL to web pages:	http://www.swinburne.edu.my

Participation on Committees:

As directed by the Chief Executive or any other person assigned by the Chief Executive. All staff members are encouraged to participate in Committees, in support of the University's functions and events.

Supervision Reporting Relationships:

<u>This positions' supervisor/manager</u>	Director Academic
<u>This position's subordinates</u>	Personal Assistant

Location:

This position is located at the Sarawak campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p>STRATEGIC DIRECTION/PLANNING</p> <p>Advise the Director Academic on strategies to ensure the University maintains a clear leadership position in relation to IEL nationally and internationally.</p> <p>Takes lead role in the strategic planning of IEL and its alignment with the University's goals.</p> <p>Builds capacity and mechanisms with the Schools to support University's IEL strategic goals.</p> <p>Responsible for the University's progress towards and attainment of increased IEL student participation rates and diversification of opportunities.</p>
2.	<p>ACADEMIC LEADERSHIP</p> <p>To work closely with Swinburne Melbourne's Office of Industry Engaged Learning to support academic leadership in the advancement of curriculum, pedagogy and policy development in relation to IEL in the Sarawak campus.</p> <p>Make recommendations to and advise the Director Academic on the most effective and efficient means of offering IEL including policy, resource, facilities, and student services requirements.</p> <p>Lead and manage initiatives to improve quality assurance and student outcomes in IEL.</p>

Key Responsibility Areas		
3.	OPERATIONAL MANAGEMENT	<p>Manage operations and resources for cost effective achievement of IEL strategies across the University, including the preparations of operational plans and annual budget.</p> <p>Monitor and review operational performance to ensure IEL objectives are achieved and to identify development and improvement opportunities.</p> <p>Plan and manage the establishment of clear goals and timelines for achievement of IEL goals and to deliver on the University's aim of producing professionally oriented graduates, matched to contemporary industry needs.</p> <p>Implement effective administrative systems, practices and work procedures for IEL programs and functions, and coordinate the professional delivery of relevant services.</p> <p>Manage placement and supervision issues promptly and in a professional manner. Ensure that all placement practices comply with the University IEL policy and practice guidelines.</p> <p>Ensure that IEL programs are promoted appropriately to all stakeholders.</p> <p>Actively manage relationships with key internal and external stakeholders to ensure the effective operation of all IEL programs.</p>
4.	RELATIONSHIP MANAGEMENT AND PROMOTION	<p>Seek out, establish and maintain industry partnerships to advance the IEL objectives of the University.</p> <p>Assist and support School staff to establish and maintain industry partnerships to advance IEL objectives of the University.</p> <p>Provide opportunities for industry to engage in meaningful and mutually beneficial ways with the University.</p> <p>Ensure the University gains due recognition for its IEL activities through active marketing and showcasing the IEL program to all stakeholders via marketing activities and participation in industry networks.</p> <p>Work to foster and maintain successful relationships with industry partners to strengthen the development and delivery of quality IEL outcomes.</p> <p>Initiate, build, and maintain effective working relationships with all key stakeholders with regards to IEL.</p> <p>Ensure that all academic staff involved with IEL programs know and understand their roles and responsibilities with respect to IEL.</p> <p>Lead an innovative and creative team environment in the support and administration of all IEL activities.</p> <p>Manage the development of all marketing and information materials relating to IEL activities.</p> <p>Serve as the primary contact point for IEL.</p>
5.	FINANCIAL MANAGEMENT	<p>Prepare and manage the Industry Engaged Learning annual operating budget. Identify, initiate and negotiate opportunities to attract external funding to support student Industry Engaged Learning arrangements and scholarships.</p>
6.	OTHER DUTIES	<p>Provide regular reports and briefing to the Director Academic, in respect to the management of partnerships and projects.</p> <p>Undertake other duties as required by the Director Academic.</p>

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable/ Preferable
1.	A degree or postgraduate qualifications and extensive relevant experience in the field of higher education and/or human resource development.	Essential

Experience/Knowledge/Attributes: Required by the person to successfully perform the position's key responsibilities.		Essential/ Highly Desirable/ Preferable
1.	Demonstrated ability to manage complex human, financial and physical resources, including experience in effectively managing and working with a team.	Essential
2.	Demonstrated ability to develop and maintain productive working relationships with industry and relevant external stakeholders.	Essential
3.	Evidence of extensive national industry links and networks.	Essential
4.	Excellent verbal and written communication skills, including experience in writing proposals, plans, discussion papers, etc.	Essential
5.	Demonstrated ability to integrate flexibility and innovation into work practices.	Essential
6.	Sound and dynamic communication and interpersonal skills enabling competent management and leadership of inter department/unit work teams and the provision of exceptional customer service at all levels.	Essential
7.	A strong track record in the development and implementation of IEL initiatives and programs, and extensive knowledge of IEL nationally.	Highly Desirable
8.	Proven ability to manage industry clients and business partners from a wide range of backgrounds and cultural expectations.	Preferable

Swinburne Attributes:

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)
(<http://www.swin.edu.au/corporate/hr/attributes/>).

Further Information:

Further information is available from Andrea Sim, Manager, Human Resources at telephone 082-416353 ext. 8756, fax 082-260821, email asim@swinburne.edu.my

Applications:

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name:

Date:

Signature: