POSITION TITLE	**University of Sydney Law School Career Development and Industry Engagement Officer**
JOB PROFILE ID	**SST_HEO7_SJP_01**
JOB CATEGORY	**Professional**
JOB FAMILY	**Student Support Services**
COMPENSATION GRADE	**HEO7**
MANAGEMENT LEVEL	**19 Individual Contributor**

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION
The Career Development and Industry Engagement Officer will facilitate optimum career and employment outcomes for law undergraduate and postgraduate students during their studies and upon graduation by researching the needs of students and by development and delivery of a range of professional careers services, including Careers Management Skills course modules, workshops and individual services.

As a member of the External Engagement Team, the incumbent will actively promote Law School and Careers Centre services to students and engage with industry to strengthen partnerships, and opportunities to collaborate.

DECISION MAKING AND DELEGATIONS OF AUTHORITY
The Law Career Development and Industry Engagement Officer will make recommendations to the Head of External Engagement on new career development programs, activities and resources for students. They will have responsibility for delivering and developing career development and industry engagement activities and services to meet the needs of students. They will have responsibility of ensuring in collaboration with the Head of External Engagement that marketing of the career development activities and services that they are responsible for is carried out
in an effective and timely manner.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	21063 School General Manager - Ms Louisa Johnson
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

THE UNIVERSITY OF SYDNEY

RESPONSIBILITY DESCRIPTION

1. Deliver careers education services to students and groups, both undergraduate and postgraduate;

tailored to University of Sydney Law School needs as required

2. Identify student career development needs; develop appropriate programs and resources to meet these needs

3. Provide individual careers counselling

4. Identify, develop and maintain a network of law profession and university contacts for collaborative career development activities, events and projects

5. Develop content and contribute to student information available through Canvas, social media and website

6. Evaluate career programs and activities and feed the information into the strategic planning processs

7. Develop and maintain employer and industry contacts to ensure services are relevant to the employment market and to involve employers in career skills workshops, employability programs and career development activities

8. In conjunction with the Head of External Engagement, market programs and services to students through a range of methods and within available resources, utilising the latest technological

methods and Law School contacts

9. Maintain relevant professional links, such as membership of NAGCAS (National Association of Graduate Careers Advisory Services) and ensure best practice exemplars are developed within the Law School

10. Maintain awareness of major learning and teaching initiatives within the university and ensure that educational programs reflect and complement these activities

EDUCATION

Education
Bachelor's Degree - In a relevant field
Other - An equivalent combination of relevant training and experience

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications
Working with Children Check - No Issuer.

SKILLS

Skills
Ability to Communicate Effectively
Analytical and Problem Solving.
Computer Literacy.
Critical Thinking and Decision Making
CRM Systems
Customer Service..
Data Analysis
Planning and Organisation.
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Interpreting and applying policies and procedures.
With education and student experience programs.
Working in a culturally diverse environment.
Working in a tertiary education environment.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	INT
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	INT
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	INT
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	INT

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	INT
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	ADV
Presents with credibility	Presents and facilitates discussion by making information understandable and engaging students, staff and/or the community to generate action and create an impact.	INT
Seeks insights to inform decisions	Gathers, consolidates and evaluates a range of information to uncover key insights and inform business decisions across the University.	INT
Understands the education landscape	Understands the Higher Education sector and student experience objectives of the University and the operating environment of the Faculty/School, navigating this landscape to support staff to deliver on the education objectives of the University.	INT

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	INT
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	INT
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	INT
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	INT
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	INT
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	INT
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	INT
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	INT
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	INT