



Position Title: Industry Experience & Engagement Officer (Law)	Classification: Bond Level 5
Faculty/School/Office:	Date Position Classified/Updated:

Purpose of the Position:

The focus of this role is to develop and expand relationships with local, interstate and regional employers within the Legal industry, including the SME market to facilitate internship, work experience and Graduate Diploma of Legal Practice (GDLP) placements and part time and graduate employment opportunities for students, graduates and alumni. The incumbent will be expected to travel independently within SEQ. This role will provide specialist industry engagement and placement facilitation for Law students.

Accordingly, the incumbent will be required:

- To initiate, negotiate, maintain and manage effective, lasting relationships with domestic employers through marketing and promotion of the University and its current students and graduates
- To facilitate, negotiate and secure local and regional internship, work experience, GDLP placements, part time and graduate employment opportunities for Bond students, graduates and alumni
- Service SEQ and national Law firms to provide pathways for students into work experience, internships and GDLP placements.
- Provide Careers Staff, Faculty, University Staff and students with up to date information on employment opportunities and labour market trends
- Implement a proactive and coordinated program promoting Bonds quality teaching, degrees and graduates to local and regional employers
- Liaise with Faculty staff to ensure a collaborative service is provided and information and materials available are consistent
- To promote opportunities to students via appropriate career sites.
- To keep up to date records on all industry and student engagement via Scout
- Provide support to CDC Careers events and activities
- Promote Careers events to employers and host employers on campus for presentations and networking opportunities with students

Reporting Relationship:

This position reports to the National Business Development Manager and has the following direct reports:



Selection Criteria:

- A relevant undergraduate degree (Marketing, HR, Business or Law) and a minimum of five years' experience with a focus on client support, recruitment and business development
- Strong understanding of the SE Qld SME market and industry
- Previous experience in developing relationships with industry and employers and proven ability to negotiate arrangements with employers to secure a commitment to provide a broad range of industry placement opportunities for Bond students (internships, work experience, part time) and graduate employment.
- Experience in or demonstrated capacity to consult, assist and advise students pre, during and post their industry placements regarding workplace conduct and professionalism
High level communication, interpersonal and cross-cultural skills
- Demonstrated ability to be self-motivated and achievement focussed with confidential excellent record keeping and administration skills (specifically Microsoft programs)
- Advanced networking skills and an ability to liaise with people at all levels both within the University (Students, General Staff and Academic Staff, Fellow careers staff) and with external organizations, particularly employers and industry
- Proven ability to develop and maintain networks with industry partners as well as the ability to develop and nurture relationships for future opportunities
- Self-motivated, capacity to work independently with minimal supervision to achieve targets. Must have ability to develop systems and processes in a fast paced and changing service environment

Desirable Criteria:

- Experience in a university environment or learning institution
- Experience within the Legal Industry
- Experience communicating with a culturally diverse client base
- Previous exposure to CRM models

Competency	Responsibility
Performance	Deliver a comprehensive suite of targeted, high-quality services and placements for Law students which underpin Bond University's whole of organisational approach to career development and employability to achieve graduate outcomes.
Liaison with Bond Staff	Collaborate with key stakeholders, to further improve and enhance the understanding of the CDC services, report on graduate outcomes and industry insights.
External Liaison	<p>Build a proactive approach to building and nurturing industry partnerships through active engagement and identifying additional areas of support.</p> <p>Deliver a comprehensive suite of targeted, high-quality services and support to legal industry which results in opportunities for placements and graduate outcomes.</p> <p>Maintain the reputation of Bond University and graduates through service delivery and professional engagement with industry partners.</p> <p>Manage compliance and associated risks for students on placement including due diligence and suitability of employers and workplace supervisors. Ensure all required WHS compliance is undertaken with each employer.</p>
Administrative, Policies & Processes	<p>Understanding and awareness of relevant Bond University policies and procedures especially relating to the work of the Career Development Centre, student support and professional conduct.</p> <p>Maintain a current list of industry contacts and recording of student interactions via the CSM. Use of databases and other relationship management tools to ensure</p>

	up to date information on work in progress.
Understanding of Quality Assurance	<p>Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</p> <p>Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</p>
Understanding of Cultural Sensitivity	<p>Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</p> <p>Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</p>
Understanding of WHS Responsibilities	<p>Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices.</p> <p>Understand WHS requirements in your work area.</p> <p>All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</p> <p>Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</p>

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.