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| Position Details |
| **Business Entity** | Kaplan Business School | **Department** | Student Experience |
| **Job Title**  | National Careers Manager | **Location** | Adelaide, Brisbane, Melbourne or Sydney |
| **Reports To** | GM, Student Experience | **Direct Reports** | 5 |

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| Overall Purpose |
| The National Careers Manager is responsible for managing the national operations and strategy of the careers team, actively seeking and maintaining strong relationships with current and prospective industry employers, maintaining and delivering careers marketing content and ensuring the successful delivery of KBS Internship program. |

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| Key Responsibilities |
| **Careers Services** * Oversee the day to day running of Careers services, managing a team across 4 states
* Maintain and continuously improve the careers services framework, strategy and team to service the needs of KBS students and stakeholders nationally
* Oversee and drive all student engagement with careers services, implement engagement strategies and manage all communication mediums to internal stakeholders
* Regularly liaise with and advise the GM, Student Experience and Campus Managers on all Careers Central matters relating to the students, departments and campuses
* Tracking, monitoring and reporting of uptake and use of careers services, communicating these statistics and success stories internally and externally
* Organise a monthly calendar of events in conjunction with Careers Officers to help promote student participation and engagement
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| **Careers Information and Resources*** In conjunction with the Marketing team, develop and maintain all careers service related information, promotional material, collateral, social media and campaigns, including internal and external communication strategies
* Develop, promote, coordinate and attend careers events to target appropriate student and employer groups
* Have a good understanding of and implement relevant legislation regarding student employment and work placements, including regular audits for compliance and quality purposes
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| **KBS Internships*** Oversee the development and implementation of the Internship program, managing and supporting the Work Integrated Learning Coordinator
* Liaise with other departments within the business (i.e. Academic Team, Sales and Marketing) to ensure the smooth delivery of the Internship program and drive continual improvement
* Provide regular reports about the student uptake and success of the Internship program, along with placement company partnerships
* Manage partner organisation relationship & contractual agreements
* Understand TEQSA guidelines relating to Work Integrated Learning
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| **Student Placement** * Track and report on placement outcomes across all states, setting and achieving national targets & KPI’s
* Continuously seek innovative ways to improve student placement numbers across all 4 states
* Manage team to encourage participation and conduct workshops, information sessions and consultation sessions to provide students with employment search and interview skills
* Provide guidance on employment skills training, consultations & recruitment support to all KBS Students and Alumni
* Compile placement data and statistics to promote Careers services to prospective students
* Regularly maintain student progress on the CRM database and ensure all student records are filed and updated on a regular basis
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| **Relationship Management*** Establish and maintain internal, industry and community contacts necessary to provide careers services and assess market trends impacting placement outcomes
* Actively seek, market and maintain strong relationships with current and prospective employers in various, business related industries
* Work collaboratively across the internal business to build relationships and support wider KBS goals
* Support the Campus Managers, Student Experience and Marketing teams to achieve shared goals
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| **Leadership** * Motivate and engage the careers team, promoting innovation and creativity to help achieve performance objectives
* Encourage teamwork and initiative through leadership to help foster a high performing, results driven culture including individual and national team meetings
* Establish team and individual goals and support growth through professional development plans
* Oversee and participate in recruitment of new employees, annual performance reviews and goal setting activities
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| **Contribute to a supportive, positive and safe workplace*** Compliance with all company policies and procedures including WHS legislation requirements
* Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
* Being a productive member of the Kaplan team by displaying the Company values through your day to day role
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| Qualifications and Skills |
| **Essential*** Tertiary qualification and extensive relevant experience; or
* An undergraduate degree in business, HR or marketing with extensive relevant experience; or
* A combination of extensive relevant experience and exposure within an educational setting
* Proven experience in staff management, managing teams nationally and leadership
* Previous experience or knowledge in recruitment
* Exceptional relationship management and proven ability to develop and maintain networks with industry
* Excellent written and oral presentation skills
* A self-starter with a professional image who has accuracy and strong attention to detail
* Demonstrated excellent customer service skills, including cross cultural sensitivity, and a high level of demonstrated interpersonal skills
* Well-developed interpersonal, networking and communication skills
* Ability to work autonomously & to prioritise work effectively
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Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_