POSITION DESCRIPTION

POSITION TITLE: **Graduate Development Specialist**	**CLASSIFICATION LEVEL:** **Bond Level 4**
SCHOOL/OFFICE: **Faculty of Law**	**DATE POSITION CLASSIFIED/UPDATED:** **Feb 2011**

This position is first and foremost with Bond University and although this position is described as operating within a section of the university, it is a fundamental requirement of your position that the best interests of the university must be your priority at all times.

PURPOSE OF THE POSITION:

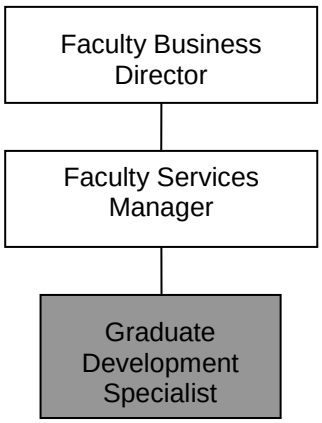
The purpose of this position is to create and further develop strategic partnerships and employment opportunities with the legal profession, law graduate employers and the wider community with the view to achieving mutually beneficial employment and career outcome results for Bond Law graduates.

The incumbent will be expected to enhance existing relationships with industry partners and prospective employers as well as create and implement strategies to increase law graduate employment opportunities domestically and internationally.

The incumbent will be required to work closely with the Career Development Office to achieve beneficial outcomes in the areas of career planning and career advisory services for law students.

REPORTING RELATIONSHIP:

This position reports to the Faculty Services Manager. This position has no direct reports.



SELECTION CRITERIA:

- Relevant tertiary qualifications and solid experience in a similar role where critical thinking, problem solving, and relationship management skills have been demonstrated.
- Experience with, or the ability to rapidly develop familiarity with the organisation and culture of the legal profession.
- Ability to formulate, articulate, and implement practical strategies and to use one's own initiative;
- Highly developed interpersonal skills for communicating with internal and external stakeholders, while also demonstrating respect for the diverse range of issues handled.
- Strong relationship management skills.
- Ability to work independently and apply initiative.
- Highly motivated with a proactive attitude.

DESIRABLE CRITERIA:

- Experience in education, training or a mentoring environment.
- Understanding and practical application of the current issues and trends relating to graduate employment.
- Understanding and practical application of the current issues and trends in the legal profession and legal education.

COMPETENCY:	RESPONSIBILITY:	PERFORMANCE INDICATORS:
Professional Relations	Develop, implement and review an annual Professional Engagement Strategy with clearly identified goals, priorities and timelines. Develop and maintain relationships with various decision makers in law firms and other organisations including visiting firms locally and nationally, government agencies and non-profit organisations with a view to obtaining employment, work experience, clerkship, internship and placement opportunities Develop and manage international relationships with employers to ensure the best possible opportunities are available for law students and graduates offshore. In conjunction with Faculty marketing staff, coordinate the production and updating of relevant professional relations printed and electronic collateral. Attend conferences, fairs, industry events and functions where required.	Efficient turnaround of work and the establishment of ongoing and productive relationships with key internal and external stakeholders. Accurate and timely records kept of firm visits undertaken, outcomes achieved and strategies implemented.

Student Relations and Career Development	Develop, implement and review an annual Graduate Career Development Strategy. Generate work placement, employment and clerkship opportunities for Law students. In conjunction with Faculty marketing staff, coordinate the production and updating of career development electronic and printed collateral. Work with the Law Students Association to ensure the professional delivery of all training, seminar and career development workshops for Law students. Work with the Career Development Centre where necessary to ensure appropriate delivery of career advice to law students via Faculty staff. Attend student placement and career fairs where appropriate. Liaise with academic staff to develop strong industry links and to ensure the internship is academically relevant and appropriate to the student. Work with Faculty Services Manager and Law Faculty Program Advisors to ensure students undertaking work placement, internship or clerkship opportunities do so with minimal impact on their Law studies. Ensure accurate systems and processes are in place for the internship program including a sound application process Maintain accurate records and files Ensure information on the web is accurate and up to date Ensure information for collateral is relevant and up to date	Generation of placement opportunities and maintenance of statistical evidence. Provision and maintenance of relevant collateral. Timely and appropriate liaison with internal and external stakeholders to achieve specific outcomes. Development and promotion of internship opportunities. Attendance at fairs and the development of professional networking relationships.
Student Career Management	Where necessary work with the University Career Development Centre in relation to student career advice and services including: • Student interviews to provide career advice on topics including resumes and cover letters, interviews, job search strategies and job application strategies • Communicate graduate employment opportunities to all Faculty of Law students • Establish regular communication in relation to internships, work experience	Establishment of an effective and productive working relationship with the Career Development Centre. Appropriate advice given and successful management of student career expectations.

	and career services to students and corporate partners • Provide training/workshops for students in various skills to develop career and job seeking skills on topics including preparing resumes and cover letters, preparing for interviews, obtaining international opportunities and associated positions.	
Administration	Provide regular reports and updates on all issues relating to graduate development as required. Maintain accurate records of activities and contacts regarding employers and other professional and industry relationships.	Provide relevant and accurate information in a timely manner. Evidence of a coordinated and appropriate recording system.
Financial Management	In conjunction with the Faculty Business Director, manage the Graduate Development budget.	Expenditure does not exceed budget.
Continuous Improvement	Contribute to the ongoing review, development and implementation of changes to improve the productivity and efficiency of the Faculty graduate development activities.	Currency of knowledge of Faculty and University policies, practices and procedures and legal employment trends.
Working Relationships	Establish and maintain positive and beneficial working relationships with customers at all levels.	Conduct consistent with being a member of a small, cohesive team.
Understanding of Quality Assurance	Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.	
Understanding of Cultural Sensitivity	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. Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.	

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.

Position Held by: _____

Signed: _____

Date: _____