



Job Description - Manager, Career Development & Industry Relations (Hanoi)

Position Details

Position Title:	Manager, Career Development & Industry Relations (Hanoi)
Division/ Centre:	Students Education Portfolio (SEP)
Department:	Careers, Alumni and Industry Relations
Campus Location:	Based at the Hanoi campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PS08
Time Fraction:	Full-time

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Manager, Career Development & Industry Relations (Hanoi) is responsible for leading and supporting the operation and development of the Hanoi Career Consulting industry and Internship team responsible for the delivery of careers education and employability programs, specifically the Personal Edge program, Career Mentoring program and career consulting for Hanoi RMIT Vietnam students (undergraduate and postgraduate). The role also oversees the Industry liaison and Internships function and roles in Hanoi.

The Hanoi Career Consulting and Industry team aims to increase RMIT HN VN students' confidence to identify their future career paths and develop employability skills to obtain meaningful employment. This is facilitated through close work and engagement with Industry and Internships partners liaison with all schools. Support is provided when Industry presence is requested by the different stakeholders. The team is also responsible for providing Alumni career consulting support for 2 years after graduation.

The position leads and manages Hanoi based Career Consultants, Mentoring Consultants, Employment and Industry Consultant and Internships Consultant. The position also delivers specialised careers counselling services focusing on At-Risk students, students lacking career direction and/or career self-efficacy, final year students, fresh graduates and postgraduate students (including PhD).

Reporting Line

Reports to: Associate Director, Careers, Alumni and Industry Relations

Direct reports: 5 in Hanoi (and 2 Job Shop Assistants)

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff, is up to date.

Key Accountabilities

- Design, develop, deliver and evaluate offline and online careers education and employability skills programs in Hanoi, specifically Personal Edge and Career Mentoring programs, to assist students to develop a professional identity and relevant soft skills to enable students to identify suitable career paths, increase self-awareness and personal branding, succeed in recruitment processes and experience future growth in the workplace.
- Enable digital transformation to enhance the delivery of careers education and employability skills programs for students.
- Drive the Industry strategy in Hanoi, work with relevant stakeholders, support all Schools requesting industry support, from academics to marketing and student recruitment.
- Develop, grow and implement a portfolio of WIL clients to meet the needs of RMIT product offers and WIL courses
- Manage the Hanoi Internship and Employment team to ensure current practice reflects the needs of the current labour market.
- Analyse market trends and needs and reports to high level management and Academics.
- Implement, expand and maintain the portfolio of key strategic industry partners to support all programs (undergraduate and postgraduate)
- Collaborate with teams across Hanoi RMIT to design, develop and deliver careers education initiatives such as Experience Day, Orientation, Program Information Sessions, Flagship Internship employability skills workshops and Work Integrated Learning (WIL), Maintain up-to-date and relevant knowledge relating to graduate labour market data, careers and employability initiatives, career development resources and best practice in the tertiary education sector with a particular focus on the complexity of preparing students for career success, both locally and globally, in a VUCA world.
- Encourage and promote a service culture which focuses on student experience, expectations and engagement that is receptive to continuous change and innovation.
- Manage the Hanoi Job Shop, develop the communications strategy, select programs and workshops to be delivered in this space.

- Select, hire and train students working in the Job Shop, monitor their workload and provide training to upskill when needed.
- Evaluate and innovate the mentoring program in Vietnam (HN), recruit quality industry mentors and grow numbers of student mentees ensuring that program outcomes are met.
- Monitor budget expenditure and ensure it is aligned with the aims and objectives of the unit.
- Data collection and analysis of projects and activities in Hanoi.
- Carry out other duties as directed by Line Manager.

Key Selection Criteria

1. Expert knowledge of career development theory and practice, the principles of learning and development, student and graduate labour markets and demonstrated experience in applying these, with impact, in a large global tertiary learning environment.
2. Demonstrated experience in using technology to enhance the delivery of career education and industry programs within a tertiary environment in a similar role.
3. Expertise and content knowledge in career development; stages of students, career consulting, knowledge of the employment marketplace, key industry partners and knowledge of graduate outcomes.
4. Proven ability to exercise initiative, think strategically and creatively, leverage industry and academic relationships and adopt an active approach to initiatives that position students to be successful in clarifying and achieving their career objectives, locally and globally.
5. Proven ability to ensure quality of co-curricular employability programs and industry events, career counselling and consultations.
6. Demonstrated ability in service excellence and delivering a high-quality service to students and internal and external stakeholders and supporting less experienced staff to do the same.
7. Ability to build and maintain effective relationships in a culturally diverse team environment.
8. Ability to display appropriate behaviours in line with the position, as per the RMIT Values.

Qualifications and Checks

Mandatory

A bachelor's degree plus a postgraduate qualification in a relevant discipline (Career Development, Education or similar) or extensive relevant experience

Preferred

Master's degree in a related discipline

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (7.5) with a score of at least 7,5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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