

Position Description – *Manager, Career Readiness*

Updated 3/2/2026

POSITION DETAILS	
Portfolio	Deputy Vice Chancellor (Students)
Organisational Unit	Curriculum Impact
Supervisor (Title)	Director, Graduate Career Readiness
Classification	Higher Education Officer Level 8
Employment Type	Fixed term, part-time

POSITION SUMMARY
<p>Under broad direction, the Manager, Career Readiness, is responsible for providing operational leadership and contributing to strategic planning of the Career Readiness team with a focus on empowering students and graduates to translate their learning into meaningful careers that have a positive impact on society.</p> <p>The position contributes to the delivery of equitable high-quality career learning, employer engagement, and real-world experiences through curriculum-embedded initiatives, and the promotion of employment opportunities and self-directed skills development.</p> <p>The position develops and maintains a positive, inclusive and innovative team culture through effective leadership of the Career Readiness team and constructive collaboration with the broader Curriculum Impact portfolio and internal University stakeholders.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Manager, Career Readiness is accountable for:

1. Leading the implementation and integration of career learning into the curriculum and ensuring it aligns with the anticipated education strategy.
2. Leading the review and establishment of a range of AI-enabled tools to support student job and career readiness.
3. Leading the day-to-day operations of the Career Readiness team, coordinating resources, workflows, and priorities to ensure the effective delivery of career learning initiatives aligned with University strategy and agreed service objectives.
4. Implementing and contributing to the ongoing development of career learning initiatives, including curriculum-embedded and co-curricular activities, in collaboration with academic staff, the Curriculum Impact portfolio, and relevant internal stakeholders.
5. Supporting the delivery of equitable access to career learning, employer engagement, and real-world experiences; monitoring participation and outcomes to ensure opportunities are inclusive and responsive to the needs of diverse student cohorts.
6. Coordinating and maintaining effective relationships with employers and internal stakeholders to support student employment opportunities, real-world learning experiences, and alignment between service delivery and workforce expectations.
7. Contributing to improving graduate employment outcomes by supporting initiatives that enhance student preparedness and by utilising graduate outcomes data to inform service improvement and reporting.
8. Providing leadership and support to the Career Readiness team, fostering a positive, inclusive, and collaborative team culture and supporting staff capability development and performance in line with University expectations.
9. Monitoring service performance and contributing to evaluation and reporting activities, providing insights, data, and operational advice to inform continuous improvement and support institutional accountability requirements.
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications and extensive relevant experience in career development, employability, learning design, student services, or a related field, or an equivalent combination of extensive relevant experience and/or education and/ or training.
- Demonstrated experience in the operational leadership and coordination of services within a complex higher education environment, including oversight of systems, processes, and resources to achieve agreed objectives.
- Broad knowledge of contemporary career learning and employability practice in higher education, including curriculum-embedded career learning, real-world experiences, and the development of graduate capability aligned to workforce and societal needs.
- Proven capability in leading and supporting a high-performing professional team, including supervision, performance development, coaching, and fostering a positive, inclusive, and collaborative team culture.

- Demonstrated experience working collaboratively with academic staff, employers, and internal stakeholders to implement initiatives that support student learning, employment opportunities, and applied experiences across diverse disciplines.
- Proven ability to interpret and apply data (e.g. graduate outcomes) to inform service delivery, continuous improvement, planning, evaluation, and reporting.
- High-level written and interpersonal communication skills, including experience contributing to reports, briefings, and presentations, and engaging constructively with stakeholders to support shared objectives.
- Proficiency in the use of digital systems and technology to support service coordination, data management, and continuous improvement in a student-centred service environment.