

UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka

JOB DESCRIPTION

ROLE TITLE:	Schools' Liaison Officer, Dunedin
DEPARTMENT:	Schools' Liaison Office
SCHOOL / DIVISION:	External Engagement
REPORTS TO:	Rhonda Brodie, Head of Schools' Liaison
DIRECT REPORTS (FTE):	1
INDIRECT REPORTS (FTE)	NIL

1. PRIMARY PURPOSE OF THE ROLE:

To contribute to the effectiveness of the Schools' Liaison Office by providing a range of functions that contribute to the core activities of this group.

2. ACCOUNTABILITIES:

- Provide a best practice service to the New Zealand secondary education sector, as well as to transferring and returning students, that will assist the University reach optimal recruitment levels of first year students.
- Provide strategic advice and information to the University.
- Manage the staff and financial performance of the Dunedin Liaison Office in accordance with University policies.
- Maintain an effective working relationship between Liaison and other External Engagement Divisional staff.

Service:

- Visit schools and other venues for the purpose of advising and informing potential students, their parents and members of the public about University courses and other aspects of University life.
- Advise new, intending, transferring and returning students on course planning and degree requirements, either in group situations or in individual interviews.
- Inform Careers Advisers and other school personnel of matters pertaining to the University.
- Deliver a range of effective events eg. Careers Advisers' Update Days and Information Evenings
- Attend school careers evenings/expos where possible.
- Participate in other marketing and promotional seminars, forums, information sessions, conferences and other activities as appropriate.
- Undertake any other tasks required by the Head of Schools' Liaison.

Strategic Information and Advice:

- Inform and advise appropriate members of the University on matters pertaining to secondary qualifications and University Entrance.
- Serve on University Admissions Committees as required.
- Assess the academic standards of applicants for Discretionary Entry and advise the designated University authority accordingly.
- Contribute to the Schools' Liaison annual Business Plan for the Dunedin Schools' Liaison Office and the Division's overall strategic plan.
- Provide the Head of Schools' Liaison with detailed analysis and reporting of recruitment performance in assigned regions as well as any other reports that may be required.
- Monitor educational, political and social developments likely to impact upon the University, and advise appropriate members of the University accordingly.

Staff and Financial:

- Supervise and assist the Dunedin-based Liaison Administrator to maximise their potential in accordance with University of Otago policies.
- Monitor the performance of the Dunedin-based Liaison Administrator setting goals and objectives within the University's Performance Development Review process.
- Manage the Dunedin Liaison Office's financial and budget activities for maximum operational efficiency.

Division:

- Contribute to the content of the University's publications as required.

3. KEY RELATIONSHIPS:

Internal:

- External Engagement Division, including Marketing, Undergraduate Entrance Scholarships and Manager, International and Communications teams.
- Academic Divisions, in particular HODs and PVCs, admissions teams within divisions.
- Funding and Planning Office.
- Residential Colleges, in particular Wardens and the staff of the Student Accommodation Centre.
- Student Development teams, in particular Student Advising and Admissions teams.
- Support Services, in particular, OUSA, Māori Centre, Pacific Islands Centre, Careers Centre, Disabilities Information and Support, Office of Student Success, Campus Watch.

External:

- Secondary Schools, in particular Careers Advisers, Senior Deans and Academic Advisers.

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- A university degree.
- A full New Zealand drivers licence.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Ability to work with and relate to teenagers and young adults.
- Ability to speak effectively to small and large groups of different ages and backgrounds, using appropriate audio-visual aids.
- Demonstrable careers counselling skills and experience.
- Detailed knowledge of secondary education curricula and practices, especially pertaining to Years 11-13.
- A high level of writing, editing and proof-reading skills.
- Ability to quickly gain an accurate and comprehensive knowledge of the University of Otago's undergraduate papers, programmes, degree structures, regulations, enrolment procedures, student support services. and other activities pertaining to student life.
- Familiarity with New Zealand tertiary education systems and NZQA policies and practices.
- Familiarity with current issues in education and courses offered by other New Zealand universities.

6. SPECIAL REQUIREMENTS:

- Must be physically capable of lifting boxes of marketing materials (approx 10 kg max).
- Availability to work in the evenings during the week as required.
- Very occasional weekend work.

7. DIRECT BUDGET ACCOUNTABILITY:

- Responsible for the budgetary financial management of an Activity Centre.
- Restricted delegated authority.

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.