



Position Description

PROFESSIONAL SERVICES

Position Title	Management Cadet
Classification/Level under the Enterprise Agreement (if applicable)	Management Cadet Scale
Management Level	Administration / Support
Faculty/Portfolio	People & Culture
School/Division	Talent Organisational Development (TOD)
Main Location(s)	Wollongong Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The University's Management Cadetship is a four-year program aimed at Year 12 school leavers. Cadets rotate through a number of areas across the University including People & Culture, Strategy, Policy and Governance, Student Administration and areas aligning with the fields of study in their degree. Cadets also undertake a relevant undergraduate degree majoring in areas such as Business, Business Administration, Communication & Media Studies, Computer Science, Economics & Finance, International Studies, Information Technology, Mathematics and Finance. Other areas of study may be acceptable if they are considered compatible with the work placements of the cadetship.

During the final twelve months of the Cadetship, cadets undertake a specialised placement relating to their degree major which prepares the cadet for gaining a position in their chosen field.

Position Environment

The University employs in excess of 2,500 staff in a diverse range of professional services and academic occupational groups and modes of employment. Management Cadets begin their work life in People & Culture which provides client focused policies and services to all UOW staff and managers in relation to all aspects of the employee lifecycle including:

- employment agreements, policies, and awards
- recruitment and onboarding
- equity, diversity, and inclusion
- pay, leave and benefits
- probation, performance, progression, and promotion
- wellbeing, health, and safety.

This position will rotate through position environments throughout a broad range of divisions Over the four-year cadetship, cadets rotate through a broad range of divisions within the University.

Major Accountabilities/Responsibilities

RESPONSIBILITIES	
1.	Responsibilities of the Management Cadet vary according to the work unit to which they are assigned. All duties are outlined and agreed upon at the commencement of each placement. A separate position description is drawn up when the cadet enters their specialisation.
2.	Act in accordance with University policies as amended from time to time, the <u>Values in Action Framework</u> of <i>Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity</i> , and our commitment to <u>Equity, Diversity and Inclusion</u> .
3.	WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - https://www.uow.edu.au/about/services/safe-at-work/whs-framework/

Reporting Relationships and Other Key Contacts

Position reports to	Supervisor as assigned by each work unit involved in the rotation program. The cadet also reports to Senior Manager, Talent and Organisational Development via a Cadetship Coordinator who is a member of People & Culture.
Positions supervised by this position	Nil
Other key contacts and stakeholders	

Essential Criteria

Essential:

- Excellent written and verbal communication skills.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated initiative and creativity.
- Ability to communicate with people across a broad range of levels, from your peers to people in senior positions.
- Ability to adapt to changing situations and adjust your approach to suit.
- Ability to effectively manage work and study commitments.

Educational Criteria:

- Consistent record of strong academic achievement.
- Completion of Year 12 Higher School Exam – have or are anticipating a HSC Certificate.
- Accepted to enroll as a student at UOW.



Desirable, but not essential:

- Be of Australian Aboriginal and/or Torres Strait Islander heritage.

Special Job Requirements

- This position is not suitable for remote working arrangements.
- May be required to work outside of standard business hours or across campuses and research partner facilities.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [WHS Framework](#).

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:



- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	3 June 2025
Date reviewed by CP&CO (if applicable)	
Date of next review	

