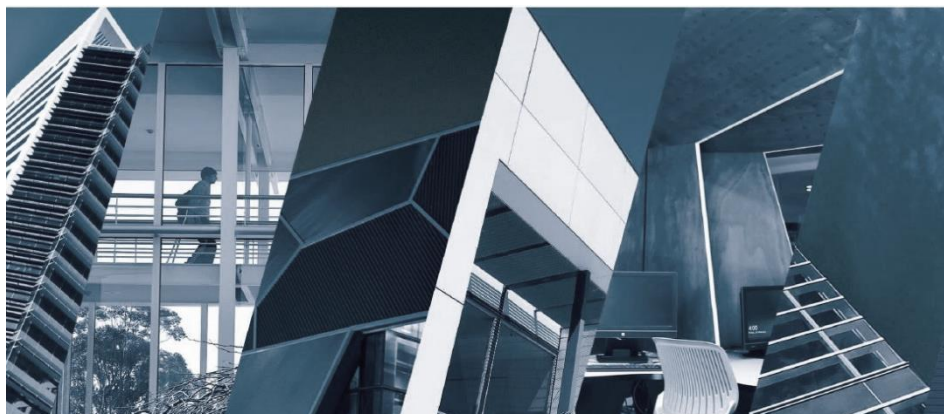


Position Description



Position title:	Coordinator, New Business Accelerator
School/Directorate/VCO:	Global and Engagement
Campus:	Ballarat or Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Kristie Husk, Manager, Talent and Employee Experience, Human Resources Telephone: (03) 4313 7945 Email: k.husk@federation.edu.au
Recruitment number:	850889

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve. We live our regional mission and take our expertise to other parts of Australia and internationally.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together. We provide broad access to education and understand and support learner diversity.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education. We deliver multi-sector learning using digital technologies and innovative approaches, leveraging our pathway partners, technology parks and partnerships with employers to improve job outcomes and economic growth, contextualised to each region.

Our innovation precinct in Brisbane, our partnerships across Australia and our growing international footprint, showcase our capabilities in focused areas of differentiation developed in our regional heartland. Our research drives economic and social transformation for all our communities and our research priorities in Health and Wellbeing, Society and the Environment and Virtual, Digital and Computational Environments, are dedicated to tackling some of the world's biggest challenges. At Federation University Australia we value diversity, embrace difference and nurture a connected, safe and respectful community. Federation University acknowledges that diversity – having access to and embracing differences in backgrounds, perspectives, knowledge and skills, brings to its campuses, a consciousness that supports innovation and the highest quality of thinking.

Portfolio

The Global and Engagement portfolio leads the University's domestic and international engagement activities, and consists of the International team, Heads of Campuses, Aboriginal Education Centre, Alumni and Advancement and the New Business Accelerator.

The International team is responsible for marketing, recruitment and admissions of international students and manages education partnerships delivering Federation University programs within Australia and in other countries. The team develops opportunities for Federation University students to undertake an overseas study or work experience, building their global and cross-cultural competence. The Aboriginal Education Centre supports and assists Aboriginal and Torres Strait Islander students throughout their study journey at Federation University. Centres are located at each campus enabling students to easily access support services. Federation University stays in touch with our alumni through the Alumni and Advancement team. Our alumni are exemplars of how education can make a difference and the University values the contributions of our alumni in their communities.

Federation University's 2021-2025 Strategic Plan sets out an ambitious approach to delivering new products through different channels such as online learning, business to business, micro-credentials and short course offerings. The New Business Accelerator is a new organisational area established to fast-track development of programs, courses and materials to enable delivery of these new products and channels. The objective of the New Business Accelerator is to facilitate Federation University's flexibility and agility, and enable the University to respond to changing student and industry demand and drive new revenue and growth.

Position summary

The Coordinator, New Business Accelerator plays a coordination role and provides administrative support in the implementation of the New Business Accelerator organisational area. The position coordinates the implementation of a suite of programs including online learning programs, pathway programs, short courses, industry training and innovation programs.

The position will coordinate and assist in the development of systems, processes and documentation required for New Business Accelerator products and channels and business opportunities.

Key responsibilities

1. Work with the Associate Director, New Business Accelerator to establish the New Business Accelerator operations across all aspects of the student lifecycle.
2. Assist with the development of the New Business Accelerator's strategic and operational plans and preferred business and governance model and assist the team in defining the value proposition of the New Business Accelerator.
3. In consultation with the Associate Director, New Business Accelerator, undertake business planning including development of work plans for the New Business Accelerator, developing business agreements, budgets and milestones.
4. Assist the Associate Director in analysing new business opportunities and support the development, preparation and submission of proposals for new business opportunities and assist with drafting of agreements, negotiating and monitoring of contractual obligations, as appropriate.
5. Develop and maintain strong partnerships with key internal stakeholders, working closely, collaboratively and diplomatically to ensure efficient and effective implementation of IT and business systems and business processes to manage new products and new channels and ensure projects are delivered in line with University policies and procedures and objectives are met.
6. Build and maintain a productive and positive relationship with industry partners and work collaboratively to progress activities in accordance with implementation schedules.
7. Develop and maintain appropriate project documentation, plans, schedules and reports to ensure effective management of deliverables and adherence to required timelines.
8. Provide project support including senior level meetings assistance with necessary action follow-up to enable effective delivery of key performance indicators and project milestones.

9. Coordinate and support the Associate Director with the budget setting, financial management and control of partnership projects.
10. Develop operational manuals, checklists, processes, templates, guidance materials, promotional materials and other information as required for the operations of new products; online programs, micro-credentials, short courses, training programs and edu-tourism programs.
11. Coordinate activities with the new online provider to ensure effective implementation of student administration and academic administration systems and processes for Federation University programs delivered through the online provider.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Coordinator, New Business Accelerator reports to the Associate Director, New Business Accelerator and works under broad direction.

The Coordinator, New Business Accelerator works collaboratively with a broad range of stakeholders to support the implementation of the University's strategy to grow new business through channels such as online learning and business to business. The position also works closely with the Associate Director to draft business and project proposals and agreements and be actively involved in the delivery of project outcomes.

Training and qualifications

A relevant degree with subsequent relevant experience, or extensive experience and project management expertise in technical or administrative fields in a similar role, or an equivalent combination of relevant experience and/or education training.

Position and Organisational relationships

The position is expected to establish and maintain strong internal relationships with colleagues across all Schools and Directorates. The position works closely with members of the Global and Engagement leadership team and Global Professional School to deliver project outcomes per partner requirements.

The incumbent is expected to work closely with the Associate Director, New Business Accelerator in maintaining external stakeholder relationships including local and state government departments and organisations, corporate partners, innovation partners and educational institutions.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A relevant degree with subsequent relevant experience, or extensive experience and project management expertise in technical or administrative fields in a similar role, or an equivalent combination of relevant experience and/or education training.
 2. Knowledge and understanding of the Higher Education sector, tertiary work environment or executive education industry.
 3. Excellent communication and interpersonal skills with proven ability to present information clearly both verbal and written, and the ability to influence and negotiate with key stakeholders as well as interacting with stakeholders across all levels and with diverse backgrounds.
 4. Proven experience and the capacity to coordinate and support complex projects involving internal stakeholders, external agencies and/or industry partners.
 5. Proven ability to work autonomously and effectively as part of a team as well as a collaborative approach with stakeholders to achieve goals and objectives.
 6. Excellent organisational, planning and time management skills with demonstrated ability to manage and respond to changing priorities and deadlines.
 7. Well-developed experience in the establishment and maintenance of administrative procedures and systems.
 8. Proven experience in developing and monitoring project budgets.
 9. Proven ability to effectively problem-solve issues in a timely manner, providing sound advice and solutions in resolving issues with a customer centric approach.
 10. Proven experience and the ability to conduct desktop research as well as formatting and editing reports, proposals, and papers for a range of stakeholders.
 11. Demonstrated alignment with the University's commitment to child safety.
- The University reserves the right to invite applications and to make no appointment.
It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.