SENior Program Lead (Executive Education)

DEPARTMENT/UNIT Monash Business School
FACULTY/DIVISION Faculty of Business and Economics
CLASSIFICATION HEW Level 8
WORK LOCATION Caulfield campus

Organisational Context
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

To support the core operations and strategic priorities of the Monash Business School (MBUS), administrative functions are divided into eight dedicated areas: Education Services, Engagement Services, Finance Services, Operational Services, Performance and Quality Services, Research Services, Student Services and Leadership and Executive Education (LEE) Services. Each service division has areas of functional specialisation that are aligned with central functions in the co-delivery of services, fostering excellence in service delivery, and capitalising on strategic opportunities for growth and diversification in research and education.

The LEE Services group is responsible for the strategic leadership and management of the Monash Business School’s MBA programs, executive education, business and industry engagement, entrepreneurship and leadership programs. The LEE Services group plays a critical role in cross-functional co-ordination and alignment to ensure that LEE operational and strategic priorities are realised, including business development goals, strengthening industry engagement and the development of new courses and opportunities for collaboration in leadership and executive education and research.

Position Purpose
The Senior Program Lead (Executive Education) manages the design and development, planning, and end-to-end delivery of multiple complex executive education programs, including programs for high value and management intensive clients, and those involving international study tours. This role will support the delivery of executive education programs offshore and assist in broadening the overall delivery of programs internationally.

The position will be responsible for open and custom non-award executive education programs, and the smooth delivery of executive education programs leading to micro-credentials and/or the Executive Graduate Certificate of Business recently introduced to the Business School.
The Senior Program Lead (Executive Education) will act as an expert advisor to senior internal and external stakeholders and drives the interaction between the School and its high value (and high profile) clients. It is responsible for managing joint steering committees and operational teams comprising both Monash and industry representatives, and for managing the governance for these complex programs.

The incumbent will be a key partner in the design of complex executive education programs, lead the planning and monitor the financial and other resources of the programs to ensure that they are delivered on time, to budget and in accordance with Monash policies, procedures and guidelines.

The Senior Program Lead (Executive Education) will also be responsible for managing a range of projects such as the development and introduction of digital and blended learning options for executive education and the introduction of Salesforce PD across the Executive Education suite of programs.

**Reporting Line:** The position reports to the Executive Education Manager under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

---

**KEY RESPONSIBILITIES**

1. Manage and co-ordinate the end-to-end delivery of multiple executive education custom, open and award and micro-credential programs, in accordance with the University’s policies, procedures and guidelines

2. Exercise strong financial management of each program budget to ensure the delivery of the program on time within budget to an agreed standard and provide regular updates to Director/Executive Education Manager

3. Manage and co-ordinate a work environment of continuous review and improvement of business practices, operational processes and service provision

4. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting

5. Manage and co-ordinate the operation of a complex administrative or technical function in accordance with University policies, procedures and strategic priorities, including the establishment and management of systems, processes and governance appropriate to each program

6. Contribute to strategic planning and the achievement of goals relevant to the functional area

7. Review and develop policy and procedure, compliance and quality processes relevant to the functional area

8. Build and sustain professional networks and high-level relationships with an extensive network of internal and external stakeholders and ensure they receive the highest quality of service delivery

9. Promote ethics, responsibility and sustainability in the workplace consistent with the principles for responsible management education (PRME) and the globally responsible leadership initiative (GRLI)

---

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience relevant experience; or
   - extensive experience and management expertise; or
   - an equivalent combination of relevant experience and/or education/training
Knowledge and Skills

2. Excellent operational management and customer service skills with proven ability to provide authoritative technical and policy advice and demonstrated commitment to customer service excellence

3. Highly developed planning and organisational skills, with experience establishing priorities and meeting deadlines

4. Managerial experience in a large and complex management structure

5. Highly-developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of clients and stakeholders at senior levels

6. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems

7. Proven outstanding communication and interpersonal skills, including the ability to prepare professional documentation for various audiences and work collaboratively with a range of stakeholders both internally and externally

8. Experience in business development, the effective delivery of executive or non-award education programs, along with experience with organising and facilitating workshops

9. Demonstrated project management skills with a proven record of managing projects through to completion

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position requires the incumbent to hold a valid Working with Children’s Check

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.