ENTREPRENEURSHIP EDUCATION MANAGER

DEPARTMENT/UNIT	Enterprise Innovation
FACULTY/DIVISION	Office of the Deputy Vice- Chancellor & Senior Vice-President (Enterprise & Engagement)
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Portfolio of the President and Vice-Chancellor is responsible for: high level coordination and advice to the President and Vice-Chancellor; encompassing leadership in the management and delivery of institutional planning, policy and performance functions, including the Monash Commission, Strategic Communications, Internal Audit, and Quality and Policy; managing the committees advising the President and Vice-Chancellor; oversight of continual improvement.
activities, major initiatives/projects and other activities in relation to the implementation of the
University’s Strategic Plan.

The **Office of the Deputy Vice-Chancellor and Senior Vice-President (Enterprise and
Engagement)** provides University-wide strategic support for industry partnerships,
commercialisation, industry engagement, government relations, innovation and entrepreneurship,
employability and work experience, to provide a focus for achievement of the ‘Enterprise’ goal, of
the four key goals of the Monash University strategic plan - Impact 2030.

**Monash Innovation** is the University’s technology transfer arm with the mission of translating
inventions that emerge from research into the real world - whether that’s in partnership with
industry or through the creation of new ventures. Monash Innovation aims to build on the
commercialisation successes of the University and to help deliver greater impact from the high-
quality research carried out across the University. Monash Innovation also plays a key role in
driving a culture of innovation and entrepreneurship across the University, working with portfolios,
faculties, staff, researchers and multiple external stakeholders to foster and grow world-class
innovations and spinouts through commercial deals and investments. These are key objectives of
the University’s strategy: Impact 2030.

The Generator is the central hub for entrepreneurship activity across Monash University, with a
focus on nurturing talent for the benefit of the wider startup ecosystem. Established in 2016, its
purpose is to ignite curiosity, build capability and support the launch and growth of high-quality
startups and social enterprises at Monash. The Generator runs a number of initiatives and
programs including online courses, and a three-month Accelerator program with seed funding. In
addition, the Generator has a co-working space for Monash startups to work from as a way to build
a thriving startup community [www.monash.edu/entrepreneurship](http://www.monash.edu/entrepreneurship).

**POSITION PURPOSE**

The **Entrepreneurship Education Manager** oversees the strategy, development and creation of
educational frameworks, content and evaluation across the Generator and Monash Innovation’s
growing education offering. This includes the development, integration and roll-out of a new suite
of digital course offerings that deliver fully online and hybrid learning experiences that significantly
increase access to, and adoption of, entrepreneurship education principles, frameworks, tools and
practices across the Monash community. This is a dynamic role, working across the digital
education space whilst also using highly developed skills in facilitation and coaching to both test
approaches and upskill others in content delivery and facilitation utilising digital capabilities. This
role requires the merging of industry best practice, innovative approaches and a strong focus on
inclusive and diverse content to deliver high quality, engaging educational experiences, that can
measurably show impact on those who participate in modules, courses and programs and by
extension, scale impact and awareness of the Generator more broadly.

**Reporting Line:** The position reports to the Head of The Generator, under broad direction, with a
considerable degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to 1 staff member

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Oversee the strategic planning and delivery of education frameworks, content and curricula
   across Generator education experiences and the wider Monash Innovation division to increase
   access to high quality entrepreneurial and commercialisation education within the Monash
   community (students, staff, researchers, alumni and partners)
2. Lead and manage the creation and rollout of digital and hybrid education offerings, overseeing the development of a range of different forms of media (video, interactive tools, instructional tasks), technical platform functionality, learning evaluation whilst ensuring equity, diversity and inclusion are addressed at the core of all offerings.

3. Provide facilitation and coaching support to test and deliver hybrid models of education delivery, as well as upskilling staff, mentors and experts on the delivery of courses and offerings that align to The Generator and Monash Innovation education offerings.

4. Oversee the project management of new and existing courses and modules, from discovery through to implementation. This includes planning, budgetary, staff resource allocation, engagement with course contributors and reporting on objectives and timelines.

5. Lead on reporting and evaluation of education offerings including developing clear competency and evaluation frameworks, providing regular reports on engagement and satisfaction and using data to prioritise and inform continual improvements to future courses and delivery.

6. Lead on offering expert advice on entrepreneurship education approaches across the division and more broadly at Monash through drawing on qualifications, industry best practice, technical expertise and innovative approaches in education.

7. Initiate, develop and maintain strong partnerships and networks with internal and external stakeholders, experts and contributors and across the wider entrepreneurship education sector, participating in collaborative projects and cross-functional initiatives.

8. Foster a culture of entrepreneurship and innovation at Monash to drive commercial opportunities in research translation and startup activity.

9. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications and extensive, relevant experience; or
   - extensive management experience and proven management expertise; or
   - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Extensive experience in education and program development, including education and training design, delivery and evaluation.

3. Provision of expert, strategic advice, project management, reporting and consulting at a high level.

4. Extensive knowledge and understanding of the principles of entrepreneurship and the practical application of emerging skills required to launch a startup.

5. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation.

6. Extensive experience in leading, motivating and developing a team of professionals to achieve strategic objectives.

7. Outstanding relationship management and consulting skills including the ability to manage consultative processes, engage with senior management, influence and negotiate at a high level.

8. Excellent analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions.
9. Superior interpersonal and communication skills with the ability to communicate high-level strategy, provide authoritative advice and effectively communicate and present complex and sensitive information

10. Advanced computer literacy and design skills, with a particular focus on digital content creation, education platform technologies and Learning Management Systems in a higher education setting

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.