

Position Description

Deputy Director Student Engagement and Inclusion

Position No:	50151938
Business Unit:	Student Engagement and Inclusion
Division:	Pro Vice-Chancellor, Student Experience and Employability
Department:	Deputy Vice Chancellor (Academic)
Classification Level:	ESMC1
Employment Type:	Fixed term, 3 years
Campus Location:	Bundoora
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Deputy Director, Student Engagement and Inclusion reports to the Pro Vice-Chancellor (Student Experience and Employability) and is responsible for leading the management and implementation of the University's strategic initiatives to strengthen student experience outcomes and the support inclusion and equity for students and staff. The Deputy Director, Student Engagement and Inclusion leads teams accountable for improving institutional student engagement outcomes across all campuses and the outcomes for inclusion and prevention that contribute to the creation of a safe, supportive, and inclusive environment for the La Trobe community.

Duties at this level will include:

- Understand, investigate and align Divisional activities with strategic priorities and objectives to develop plans that address both current and likely future requirements for the University.
- Ensures high quality service delivery by championing continuous improvement strategies, innovation and aligning operations with leading practice.
- Maintains a strong focus on quality control and promotes a proactive approach to all client issues.
- Responds flexibly to changing demands. Builds teams with complementary skills and allocates resources in a manner that delivers results.
- Encourages and motivates people to engage in continuous learning and empowers them by delegating tasks. Agrees to clear performance standards and gives timely constructive feedback, praise and recognition, and deals with under-performance promptly. Offers support in time of high pressure and engages in activities to maintain morale.
- In collaboration with the Pro Vice-Chancellor (Student Experience and Employability), leads on developing and implementing the University's strategic response to strengthening student equity, inclusion and experience outcomes
- Accountable for the management of a University-wide student partnership framework that includes processes through which the university will solicit and consider feedback from students, across academic and extracurricular domains.
- Is responsible for institutional student engagement outcomes and the development of programs and strategies to improve student engagement across all campuses.
- Models La Trobe Cultures and fosters the development of a high performing team, with effective leadership support to teams so they may reach their full potential.

Specific duties/accountabilities will include:

- In collaboration with senior executives, develops and implements the University's strategic program to enhance the student experience and support accessibility and inclusion for students and staff.
- Oversees the operational SSAF allocation, compliance and reporting for Student Engagement and Inclusion.
- Effectively plans, monitors and reports on programs, student outcomes and key student experience indicators.
- Oversee the design and delivery of an exciting and engaging student transition program (inclusive of Orientation and Graduations).
- Oversees the development of programs, campaigns and strategies to enable holistic health-promoting outcomes and increased social equity in the areas of mental health, gender-based violence (with a focus on sexual harm), disability inclusion and anti-racism for both staff and students.
- Provide leadership and guidance to the Student Engagement and Inclusion with accountability for all student events, engagement activities, and the student clubs program.
- Provide leadership and guidance to the Prevention and Inclusion team with accountability for the development, implementation and evaluation of evidence-based primary prevention, health promotion projects and capacity building initiatives across the University, including education programs.
- Lead the campus activation agenda of the University.

- Collaborates with Heads of Campus to ensure a vibrant and engaging program across our campus network.
- Lead the effective and seamless physical and digital student engagement experience for students, with customisation for place, mode and student profile to foster belonging, connection and a sense of community.
- Leads the University's students as partners initiatives, including convening relevant student feedback groups and other effective student engagement strategies to promote collaborative relationships with all student leaders and representatives.
- Leads the University's Leadership and Mentoring Programs to ensure key student outcomes are delivered and measured with effective reporting.
- Provides intellectual and operational leadership for the Excellence Academy.
- Manages a significant resource budget, subject to executive oversight, proactively determines how to achieve results, and substantially influences the allocation of resources.
- Effective negotiation/management of external contractors and key partners to deliver successful events and programs.
- May be required to undertake 'on-call' duties after hours to manage student event matters or respond to student and/or critical incidents.
- Ensures a safe and healthy workplace, environment and community by modelling and promoting practices in accordance with LTU Sustainability frameworks, OH&S policy/procedures and relevant legislation.

Essential Criteria

- Extensive knowledge and skills and extensive experience in the higher education sector (within Australia or globally), or a breadth of professional experience in industry; with formal qualifications beyond a first undergraduate degree.
- Highly developed communication skills with an ability to lead and motivate others, to resolve conflicts and to confer with peers within the University and in other higher education organisations, to determine best practice approaches in program/service delivery.
- Ability to demonstrate drive and integrity through a strong commitment to actions and taking responsibility for role modelling the professional behaviours important to the University.
- Ability to support shared purpose, be accountable, think strategically and harness information and opportunities to reinforce the vision for the future of the University.
- Ability to ensure the University meets its obligations in respect to compliance, policy and legislative requirements, and by also providing strategic advice to University leaders on matters relating to student engagement outcomes and an improved student experience for all students.
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Capabilities required to be successful in the position

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and accurately reading and responding to organisational, political and social dynamics.
- Ability to collaborate effectively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy culture to successfully navigate change – implementing recommended improvements to organisational practice.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND

- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials: Date: