

## Position Description

### Senior Manager, Academic Standards and Performance

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| <b>Position No:</b>          | NEW   |
| <b>Business Unit:</b>        | Deputy Vice-Chancellor (Academic)   |
| <b>Division:</b>             | Pro Vice-Chancellor, Learning & Teaching  |
| <b>Department:</b>           | Quality and Standards   |
| <b>Classification Level:</b> | HEO10   |
| <b>Employment Type:</b>      | Full-time, Continuing   |
| <b>Campus Location:</b>      | Bundoora  |
| <b>Other Benefits:</b>       | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

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

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## **Position Context/Purpose**

Reporting to the Director, Higher Education Standards, the Senior Manager, Academic Standards and Performance will provide leadership, expert educational advice, service and support to the University on academic standards and quality and regulatory compliance. The incumbent will be expected to manage a range of institutional academic quality processes based on the Higher Education Standards Framework (TEQSA 2021). The range of activities cover quality assurance, performance analysis and improvement of courses and subjects, course re-accreditation and educational partnership quality and compliance. The role provides central management for monitoring the higher education regulatory environment through building sustainable relationships with a network of key people internally and externally.

## **Duties at this level will include:**

- Perform complex, significant and high-level creative planning, program and managerial functions with clear accountability for performance.
- Provide advice and support for Schools, Divisions or Departments requiring integration of a range of internal and external policies, including regulatory compliance.
- Perform tasks requiring the conceptualisation, development, review and accountability for the operation of major professional, management or administrative policies.
- Review performance & services in the area of responsibility and compare it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.
- Provide outstanding advice, service and support for academic quality assurance using expert knowledge of course and subject requirements in a regulatory environment, facilitating processes for monitoring, review and benchmarking.
- Monitor the external higher education policy and innovation environment, driving continuous improvement in the development, innovation and currency of programs, systems, and processes.
- Deliver consistent and proportionate assurance of educational partnerships including responsibility for the University's educational partnership process framework, managing business processes, compliance, quality review and internal and external stakeholders in educational partnerships.
- Deputise for the Director, Higher Education Standards in meetings and other discussions as required.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Doctoral qualifications in an education related field, or postgraduate qualifications at AQF 9 and extensive relevant experience, or experience and expertise in the provision of academic management and leadership at Divisional or University level, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated ability to take responsibility for objectives and programs affecting a significant organisational area at Divisional or University level.
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation and facilitation of group discussions.
- Strong leadership skills including the ability to negotiate, motivate, influence and build relationships.

- Highly developed organisational and management skills, including the ability to strategically plan, adapt and manage multiple complex initiatives concurrently.
- Demonstrated experience in leading teams to achieve performance goals and proven experience and success in managing staff performance and development.
- Extensive knowledge and skills gained over many years of relevant experience in the Australian University sector with a breadth of professional experience in academic learning and teaching and/or quality management; would commonly have achieved doctoral level qualifications.
- Demonstrated expert experience and understanding of higher education quality policy and associated processes including the Higher Education Standards (HESF) and related legislation.

### **Capabilities required to be successful in the position**

- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and 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**

**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.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

### La Trobe's Cultural Qualities:

#### WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

#### WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

#### WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

#### WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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Initials:                      Date: