

Position Description

Senior Coordinator, Educational Partnerships

Position No:	50146927
Business Unit:	Provost
Division:	Office of the Provost
Department:	Widening Participation and Outreach
Classification Level:	HEO7
Employment Type:	Fixed term, Part time (15.5 hours per week) until December 2024
Campus Location:	Bendigo
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

This position is in the Widening Participation and Outreach department within the Office of the Provost. Widening Participation and Outreach is responsible for activities and programs that inform post-secondary school aspiration and raise student achievement, as well as academic pathway and enabling programs for school students and mature-aged students. We are also the key contact point for academic outreach activities that connect secondary schools with our academic community.

This position is within the Educational Partnerships team, reporting to the Outreach Advisor. Educational Partnerships partners with over 30 schools across Victoria, working to increase the participation of young people from comparatively educationally disadvantaged backgrounds by informing post-school aspirations and raising academic achievement. As part of the team, the incumbent works with secondary school teachers and leaders and University academic colleagues in the development and delivery of outreach activities that meet the strategic objectives of the University.

Duties at this level will include:

- Applies theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems, to develop innovative methodologies, to analyse a situation and propose new responses or solutions or to take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Develops and/or improves the capability of staff within work area, motivating and mentoring them to better meet the current and future requirements of the faculty/division/department/work unit.
- Provides consultancy advice to others. May be recognised within or outside a Faculty or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Develop, organise and facilitate activities, particularly for secondary school students, that align with the University's alternative entry pathways and strategies, the objectives of the Higher Education Participation and Partnerships Program (HEPPP), and the Victorian Careers Curriculum Framework;
- Provide both academic and broader support to students undertaking university curriculum in partner schools.
- Provide outreach to broader partner organisations, which may include VET providers, community service organisations and other organisations;
- Collaborate actively with colleagues from La Trobe University Schools to ensure engagement activities align with school course portfolio strategy;
- Manage student leaders providing mentoring and engagement activities into schools on behalf of La Trobe;
- Contribute to the monitoring, analysis, and evaluation of activities; and
- Provide targeted advice to teachers and students regarding pathways to study at La Trobe .

Essential Criteria

Skills and knowledge required for the position;

The first 5 bullet points below to be addressed in Key Selection Criteria response in your application only.

- A formal school or tertiary teaching qualification, e.g. B.Ed, M.Ed, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Proven ability to develop, implement and refine innovative activities that raise achievement, awareness, and higher education aspirations, particularly for under-represented students.
- High level interpersonal skills, especially the capacity to work collaboratively and cooperatively across partner schools and the University.
- Demonstrated experience in program/event management and development, and ability to manage multiple projects concurrently.
- Demonstrated commitment to social justice.

Other Skills and knowledge required for this position

- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Proven ability to work effectively within a team environment, and with minimal supervision.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

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: