

## Position Description

Partnerships Senior Co-ordinator

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	Education Partnership
<b>Division:</b>	DVC Global and Regional
<b>Department:</b>	Education Partnership
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	Full-Time, Continuing
<b>Campus Location:</b>	Location Independent
<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**

The Global and Regional Division leads the University's commitments to its markets and its communities, and carries oversight of the University's strategic intent to connect both globally and locally to attract students and partners from across the world, and closer to home.

The Partnerships Senior Co-ordinator reports to the Senior International Relationship Manager. Supporting the Senior International Relationship Manager, and in line with La Trobe's ambitious international partnership strategy, this role is critical in ensuring the strengthening and deepening of the university's international educational partnerships. The role requires strong project management and analytical skills, and effective engagement with stakeholders across a range of areas.

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

- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- 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.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Under the direction of Senior International Relationship Manager, manage projects to support the area of work, and represent the area at forums as required.
- Under the direction of Senior International Relationship Manager, undertake research/analysis and prepare reports/presentations as required.
- Under the direction of Senior International Relationship Manager, support the delivery of Study Tours / Short Term Programs.
- Work with internal stakeholders to develop and disseminate best practice resources and information instruments to partners and relevant parties.
- Other duties as required commensurate with the role.

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

- A Degree with at least 4 years subsequent relevant experience to consolidate and extend the theories and principles learned, or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- 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 apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated experience in working with international educational partners.
- Demonstrated experience in project management.
- Demonstrated capability in analysing data/information and report writing, and the ability to prepare effective presentations.
- Demonstrated capability of representing the interests of a portfolio/organisation in internal and external forums.
- Ability to negotiate, motivate, influence and build relationships.

### **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 align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.

### **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.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *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 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 **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.

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Initials:            Date: