

Position Description

Coordinator, Student Success

Position No:	New
Business Unit:	Office of the Deputy Vice-Chancellor (Students)
Division:	Deputy Vice Chancellor (Students)
Department:	Office of the Deputy Vice-Chancellor (Students)
Classification Level:	HEO6
Employment Type:	Full-time, Fixed Term
Campus Location:	Melbourne (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 Coordinator, Student Success will be responsible for the coordination of HEPPP, SSAF and ISSP programs under the supervision of the Deputy Vice-Chancellor (Students). The role will also be responsible for informing best practice in the management of the University's HEPPP, SSAF and ISSP funding. The incumbent will undertake projects across a range of initiatives led by the OODVCS that touch upon the wider Students Portfolio and activities of the Deputy Vice-Chancellor.

Duties at this level will include:

- Coordinates HEPPP, SSAF and ISSP and ensures that relevant records and accounts are effectively managed, monitored and maintained.
- May be considered as the HEPPP, SSAF and ISSP "specialist" within the Students Portfolio, through a detailed understanding of theory, practice and/or principles underpinning their particular field of work.
- Supports the operational oversight of affiliated Student Associations.
- Provides influential input to HEPPP, SSAF and ISSP strategy and programs on the basis of expertise in the operational aspects of current systems and their impact.
- Contributes to planning and coordination of Portfolio-wide initiatives that support strategic outcomes.
- Contributes to the development of Portfolio submissions to relevant internal and external bodies. Undertake desktop research in pursuit of these outcomes.

Essential Criteria

Skills and knowledge required for the position

- A Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated depth or breadth of expertise on project management, including high financial literacy, developed through extensive relevant experience and application.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Proven analytical and problem solving capability.
- Proven communication and interpersonal skills, including experience influencing colleagues across a range of seniority.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

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: