

Position Description

Senior School Regional Pathways, Senior Coordinator

Position No:

Business Unit: Provost

Division: Office of the Provost

Department: Widening Participation

Classification Level: HEO7

Employment Type: Part Time (0.8); Fixed Contract (2 years)

Campus Location: Shepparton (location dependent)

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.

The Regional Pathways Program is a regional initiative that aims to address the disparity in higher education participation and attainment between regional and metropolitan areas. It focuses on increasing educational engagement among senior secondary school students by providing them with a comprehensive framework of academic capacity-building sessions, literacy tutoring and resources, pastoral strategies, and university immersions.

The Senior Coordinator reports to the Program Director, Senior School Support Programs (Albury-Wodonga) and is responsible for the facilitation, coordination and presentation of sequential workshops to secondary students from Year 11-12. This includes supporting secondary students in participating schools in the Greater Shepparton and outlying areas either face-2-face or online, managing school stakeholders, interactive and innovative resource development, monthly reporting and evaluation of program content. The role also includes training of university students to act as role models and mentors, manage workflows and budgets and other administrative tasks for effective program delivery.

This position is based at Shepparton campus and will require travel to participating schools in the Greater Shepparton area.

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 professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- 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.
- 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 School/Division/Department.
- Provides consultancy advice to others. May be recognised within or outside a School/Division/Department 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.
- 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.

- Develop, organise and facilitate fortnightly workshops, particularly for VCE and HSC secondary school students, that align with the University's alternative entry pathways and strategies:
- Contribute to the monitoring, analysis, and evaluation of activities;
- Facilitate links between students and other academic pathway programs within the Widening Participation portfolio including Prepare, Advance, Achieve Plus as well as In2Science;
- Facilitate students to explore career options and create attainable goals to achieve their educational aspirations through a range of online resources, university events and during mentoring:
- Manage school stakeholders and coordinate delivery of information, updates, newsletters and community engagement:
- Coordinate casual employment of university student facilitators and conduct regular training of staff to contribute to workshops within schools;
- Assist staff with any matters pertaining to the program, their skill development and health and wellbeing;
- Create interactive and online resources for the specific needs of students and school communities.
- Organisation, planning and delivering events such as LTU Snapshot, After ATAR and Year 13 Welcome to LTU

Essential Criteria

Skills and knowledge required for the position

- 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 educational programs and activities that raise achievement and develop the academic skills necessary for success in senior school; as well as engagement activities that raise awareness of and inform higher education aspirations.
- 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.
- Ability to establish rapport with students so they feel confident in expressing their goals, concerns and successes.
- Ability to learn new systems and be self-directed to learn new technologies and online teaching and learning platforms with the capability of integrating technology into participating school systems.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated management and leadership skills with successful experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- 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.
- Proven experience and success in managing staff performance and development.
- Proven ability to work effectively within a team environment, and with minimal supervision.
- Demonstrated commitment to social justice.

Capabilities required to be successful in the position

- 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.
- 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

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.

For Human Resource Use Only

Initials: Date: