

Position Description

Senior Coordinator, Educational Partnerships

Position No:	50147005
Business Unit:	Provost
Division:	Office of the Provost
Department:	Participation and Outreach
Campus/Location:	Mildura
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Fixed term, Part-time
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 division 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 is an equity and education-centred program which forms meaningful partnerships with schools and community groups and develops tailored programs of outreach designed to meet the needs of each cohort. We aim to familiarise participants of diverse backgrounds with higher education; inform them of their aspirations to access and participate in higher education and build their confidence to achieve through academic and study discipline immersion.

Duties at this level will include:

- Develop, organise and facilitate outreach activities, particularly for secondary school students, that align with the strategic goals of the Educational Partnerships Program and wider University strategy.
- Provide both academic and broader support to students undertaking university curriculum in partner schools, including those undertaking VCE (VM);
- 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 develop and deliver engagement activities that align with relevant curriculum and 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
- Provide targeted advice to teachers and students regarding pathways to study at La Trobe.
- Undertake other duties as required by Outreach Advisor within the scope and level of this position
- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- 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.

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 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 (does not need to be addressed in key selection criteria response)

- 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.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- 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

- 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.