

Position Description

Senior Manager, Office of Deputy Vice-Chancellor (Students)

Position No: 50148001

Classification: HEO10

Position Supervisor: Please refer to MyHR

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Purpose

The position manages the provision of support and advice to the Deputy Vice-Chancellor Students (DVC S) on a day-to-day and strategic basis which promotes achievement of the University's strategic objectives. The position covers a very broad ambit of University business and involves managing emergent issues as well as ongoing tasks including managing executive support to La Trobe University's Senior Executive Group.

Duties at this level will include:

- Manage the provision of high-level support to the DVC S including writing submissions to government; writing speaking notes; drafting meeting and event briefings; writing the DVC S reports to governance bodies; drafting internal documents such as operating models.
- Manage and deliver strategic internal projects which may involve the analysis and assessment of complex issues, the development of project briefs and business cases and active implementation, monitoring and reporting against business case goals.
- Contribute towards the effective organisational development of the Students Portfolio.
- Provide high level business planning and financial management advice to the Students Portfolio.
- Review performance over time in the area of responsibility and compare it to best practice externally and within the university, identifying areas of improvement in practices, policies and technology, reporting where appropriate.
- Responsible for supporting the management of Student Services and Amenities Fee (SSAF) and Higher Education Participation and Partnership Program (HEPPP) funding, including establishment of funding agreements and reporting requirements.

- Provide high level operational management of the Students Portfolio, including the management of space allocations, advice and oversight of staffing across Divisions and support for programs that develop capability and drive culture across the portfolio.
- Support the management and triage of student related complaints and requests for information that present to the DVC Students and Office of the Vice Chancellor.
- Manage staff within the Office of the Deputy Vice-Chancellor Students

Essential Criteria

Skills and knowledge required for the position

- Experience and expertise in the management of significant human and material resources, or postgraduate qualifications and extensive relevant experience, or experience and expertise in the provision of strategic policy advice affecting the direction of the University, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated experience and expertise in research, analysis and problem solving within a complex multifaceted environment, with the ability to identify and implement innovative solutions and improvements or postgraduate qualifications and extensive relevant experience.
- Demonstrated understanding of the issues influencing student transition, retention, employability and success in higher education.
- Highly developed conceptual, analytical, interpersonal and written communication skills, with experience in identifying and effectively communicating themes and issues to internal and external stakeholders
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation and facilitation of group discussions.
- Proven ability to provide quality advice and professional leadership on complex issues and appropriately manage sensitive and confidential information.
- Highly developed communication and negotiation skills with the ability to effectively collaborate with a wide range of key stakeholders within a sensitive environment to prevent and resolve matters.
- Demonstrated capacity to take a strategic role and exercise sound financial and business planning decisions
- Proven ability to deal with concepts, decisions and complex information or situations in an efficient and effective manner. Capable, agile, flexible and patient with process, and the ideas of others.
- Awareness and understanding of the activities, objectives and strategic direction of the University, both current and future, in a global context.

Capabilities required to be successful in the position

- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking – generating ideas and recommending solutions to local and organisational problems.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.

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: