

Position Description

Senior Manager Learning and Teaching Development

Position No:	NEW
Business Unit:	Deputy Vice-Chancellor (Academic)
Division:	Pro Vice-Chancellor Learning and Teaching
Department:	Educational Services
Classification Level:	HEO10
Employment Type:	Full-Time, Ongoing
Campus Location:	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

Reporting to the Director, Education Services, the Senior Manager Learning and Teaching Development will be responsible for: assuring the effective design and delivery of curriculum and assessment; supporting and advocating the utilisation of educational technology and digital enhancement; coordinating engagement with La Trobe academic staff; and ensuring consistent communication and service offerings across the university. The Senior Manager will be responsible for the delivery of embedded and project-based services with and across schools and will lead a team of learning and teaching advisors and digital learning environment specialists to deliver both specialist technical services and broad curriculum and pedagogical innovation support.

Duties at this level will include:

- Coordinate and lead a team to design and deliver high quality curriculum development and provide digital learning support for academic staff.
- Collaborate with colleagues as part of a cross-functional Education Services structure to ensure effective matrix support to academic staff and key stakeholders at School and whole of organisation level.
- Monitor the external higher education environment, driving continuous improvement in the development, innovation and currency of programs, systems and processes.
- Drive high level stakeholder engagement in the delivery of course and curriculum-related strategic programs to ensure effective coordination of activities and appropriate deployment of resources
- 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.
- Perform complex, significant and high-level creative planning, program and managerial functions with clear accountability for program performance.
- Be fully responsible for the achievement of objectives and programs affecting the Education Services Division. May be an influential contributor to decisions over the allocation or use of substantial resources.
- Provide strategic direction to Schools, Divisions or Departments requiring integration of a range of internal and external policies and demands and achieve objectives operating within complex organisation structures.
- Lead development of strategies and plans, which supports and takes forward University strategy.
- Take into account the views and interests of others, carry prime responsibility (that is, be the catalyst or driving force) for the development or significant amendment of policies or systems which will impact across the University.
- Review performance & services in the area of responsibility and compare it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Develop expert and detailed briefings, proposals and reports for a range of purposes, as required.
- Working with the Director, Education Services, establish, deliver and resource development processes for the University, including the establishment and coordination of networks of expert staff to promote and deliver educational development activities.
- Manage day to day relationships and programs of work with stakeholders, internal clients and service providers as well as external partners relevant to the areas of responsibility, and as directed by the Director, Educational Services.
- Deputise for the Director, Education Services in meetings and other discussions as required.

Essential Criteria

Skills and knowledge required for the position

- Postgraduate qualification in Education or related field and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Significant academic teaching and curriculum development experience and expertise in the development, delivery and evaluation of digital learning programs
- Experience and demonstrated capacity to lead expert staff across multiple dimensions of curriculum and pedagogy, ensuring efficient and effective outcomes
- Demonstrated knowledge of the use of a wide range of technologies in educational settings, including learning management systems and related tools.
- A substantial portfolio of scholarship in learning and teaching
- Expert knowledge of a wide variety of mechanisms and national and University schemes for the promotion of learning and teaching advancement and demonstrated achievement in delivering outcomes
- Demonstrated ability to achieve high quality academic development outcomes in a tertiary education setting.
- Demonstrated ability to take responsibility for achievement of objectives and programs affecting a significant organisational area at Business Unit/School/Division level or equivalent.
- Demonstrated proficiency and experience in working in a cross-functional matrix team environment to achieve seamless and accountable services to stakeholders.
- Proven ability to engage collegially and effectively with both academic and professional colleagues.
- 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.
- Proven record of developing innovative solutions and practical implementations for strategic change.
- Strong leadership skills including the ability to negotiate, motivate, influence and build relationships.
- Awareness and understanding of the activities, objectives and strategic direction of the University, both current and future, in a global context.
- Proven experience and success in managing staff performance and development.

Capabilities required to be successful in the position

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- 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, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, 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

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: