

Position Description

Senior Manager, Office of Deputy Vice-Chancellor Research & Industry Engagement

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| Position No: | New |
| Business Unit: | Office of the Deputy Vice-Chancellor |
| Division: | Deputy Vice-Chancellor (Research and Industry Engagement) |
| Department: | Office of the Deputy Vice-Chancellor |
| Classification Level: | HEO10 |
| Employment Type: | Full-time, Continuing |
| 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 position manages the Office of the Deputy Vice-Chancellor Research & Industry Engagement (DVCRIE) and supports coordination across the DVCRIE portfolio and between the DVRIE portfolio, Provost Office, SEG portfolios and Schools, to promote sustainable achievement of the University's strategic objectives in research and industry engagement. This position will provide high level strategy, planning and performance advice to the DVCRIE; advise on the effective and strategic use of resources across the DVCRIE portfolio; liaise with senior University staff and with external stakeholders towards shared strategic goals; and facilitate and monitor implementation of the University's Research and Industry Engagement Plan, Research 2030. The position will also manage the development of selected projects and partnerships that advance the University's research capacity, contribute to research income and grow La Trobe's engagement with relevant industry, government and community bodies.

Duties at this level will include:

- Maintain knowledge of current national and international research and industry engagement developments, policy and opportunities within Victoria, nationally and internationally.
- Maintain comprehensive knowledge of research and industry engagement plans, strategies and programs across the University.
- Contribute effectively to decisions on the allocation or use of substantial resources and monitor expenditure through the Office of the DVCRIE.
- Work closely and communicate effectively with the DVCRIE Executive Team and Management Group to develop strategic, coherent and efficient processes and to ensure the sustainable implementation of the University's Research and Industry Engagement Plan.
- Work with Colleges, Schools and Departments to develop and align their research and industry engagement planning with the University's Research and Industry Engagement Plan.
- Lead, 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.
- Develop and review major policies, objectives, programs or strategies involving high level liaison with internal and external stakeholders, including framing relevant internal consultation and negotiation strategies.
- Provide advice, correspondence and decision support to the DVCRIE. Exercise judgement and respond on behalf of the DVCRIE to issues that arise as needed.
- Manage the Office of the DVCRIE and supervise staff as required.
- Undertake other major projects as directed by the Deputy Vice Chancellor (Research and Industry Engagement).

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.
- 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 motivate, influence and build relationships.

- Highly developed communication and negotiation skills with the ability to take a proactive role in influencing a wide range of key stakeholders within a sensitive environment to prevent and resolve matters.
- Proven record of managing and controlling substantial budget/resources/funding and an understanding of financial management procedures.
- Demonstrated knowledge of and experience with the research sector.
- Highly developed knowledge of research and industry engagement in higher education and an awareness of broader government, industry and international developments relevant to the University.

Awareness and understanding of the activities, objectives and strategic direction of the University – particularly with respect to research and industry engagement – both current and future, in a global context

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 – 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: