

Position Description

In2science Program Director

Position No:	50100458
Business Unit:	Provost
Division:	Office of the Provost
Department:	Widening Participation and Outreach
Classification Level:	HEO8
Employment Type:	Parttime (0.6 FTE), Fixed Term
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

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.

[In2science](#) is an innovative and award-winning educational initiative designed to increase science and maths engagement in secondary school students in Victoria. In2science places volunteer university science and maths students in school science and mathematics classes over a 10-week period.

The Colleges and Faculties of Science at La Trobe University, The University of Melbourne, RMIT University, Swinburne University of Technology and Monash University support the operation the program.

The program is overseen by an Advisory Board, and the Director manages the partnerships with key stakeholders including the Federal Government, University Collaborators, and Industry partners. The Director ultimately reports to the Advisory Board but for daily organisational purposes reports to the Academic Director (Widening Participation) in the Office of the Provost at La Trobe University.

Duties at this level will include:

- Responsible for program development and implementation. Provides strategic support and advice to schools/divisions/departments requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.
- Identifies trends, strengths, weaknesses, opportunities and risks in specialist areas of responsibility that may have an impact on the University/School/Division/Department/Sub unit, to enable appropriate and timely action to be administered.
- Manages other administrative, technical and/or professional staff.
- Manages staff performing a related set of functions, usually with distinct areas of expertise; including the allocation of responsibilities, review of performance, training and development of staff and development or oversight of program procedures, priorities and quality control systems including budgets for the function concerned to more senior managers.
- Provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Will have scope to reset priorities or resources within overall program objectives.
- Provides Expert professional or consultancy advice to achieve intellectual standing outside the University.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Administering the In2science Advisory Board meetings.
- Stakeholder management with key partners including the Federal and State Governments, University Collaborators and other potential funders.
- Undertake appropriate reporting procedures in accordance with program requirements.
- Implement all financial management systems and procedures for the program to provide sound financial management of the program, and to provide for all reporting requirements set by the Department of Education.
- Oversee the management of the In2science website and marketing strategy.
- In conjunction with the Advisory Board, identify and develop partnerships with prospective funding partners of the project to achieve long term funding support.

- Ensure all proper procedures are followed, specifically ensuring that all privacy, insurance, OH&S, and Equity and Access requirements are fulfilled.

Essential Criteria

Skills and knowledge required for the position

- A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Ability to be responsible for program/system development and implementation.
- Demonstrated experience developing and leading industry partnerships including successfully negotiating and securing funds from a diverse range of sources, for example, government, philanthropy, corporate partnerships.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated experience working with and influencing senior management.
- Demonstrated experience managing and controlling budgets/resources/funding and an understanding of financial management procedures.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Substantial experience in program development related to education.
- High level communication and interpersonal skills.
- High level organisational skills, including experience with financial systems and marketing activities.
- Demonstrated leadership qualities and the ability to work independently.
- Experience in secondary education relevant to teaching, and/or experience with peer mentoring programs.

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

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.

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.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



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 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 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

For Human Resource Use Only

Initials: Date: