

Position Description

In2science Program Manager

Position No:	50100378
Business Unit:	Provost
Division:	Office of the Provost
Department:	Widening Participation and Outreach
Classification Level:	HEO7
Employment Type:	Parttime (0.8 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 Manager oversees the operation of the program in the universities and schools, manages the eMentoring platform and reports to the In2science Program Director.

Duties at this level will include:

- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- 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.
- Operational responsibility for staff delivering significant administrative or professional services, including the provision of advice on procedures, systems, priorities and budgets for the function concerned to more senior managers.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- 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.

Oversee the program across the partner universities including:

- Manage the team of Coordinators.
- Lead eMentoring, including managing the eMentoring platform and supporting the eMentoring Coordinator.
- Support the Coordinators to recruit, select, train and place mentors in schools.
- Maintain school strategy and support Coordinators to select and recruit schools.
- Promote and raise awareness of the program to the wider university and education community.
- Maintain risk document, ensuring all proper procedures are followed, specifically ensuring that all privacy, insurance, OH&S, and Equity and Access and Working With Children requirements are fulfilled.

Coordinate evaluation systems including:

- Supporting Coordinators to implement evaluations in accordance with the requirements of the Department of Education.
- Support director in evaluation analysis and reporting
- Assist the Director with reporting to funders.

Communications

- Lead production of the quarterly In2science newsletter and other communications on social media platform.

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated management and leadership skills with successful experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- 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.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated experience in project management in the tertiary sector or a related field.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Proven experience and success in managing staff performance and development.
- High level Information Technology skills and ability to learn new programs quickly.

Capabilities required to be successful in the position

- Ability to make sense of data to inform decision making – implementing ideas to improve local 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.
- Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local 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: