Position Description

Title: Executive Manager - HEW Level: HEW 10
Faculty/Office: Office of the DVC-Academic Position Number:
Department/Team: Office of the DVC-Academic Date: January 2018

Position Purpose: Provide advice, strategic and operational support to the Deputy Vice Chancellor - Academic

ORGANISATIONAL CONTEXT
The Deputy Vice-Chancellor (Academic) is the chief academic officer of the University and is the member of the University Executive with overall responsibility for the planning, quality and delivery of education provided to Macquarie's undergraduate and graduate students.

The Deputy Vice-Chancellor (Academic) is responsible for:

- engaging with external regulatory and statutory authorities involved in the teaching/learning mission of the University, interfacing closely with the Academic Senate and all offices of the University involved in oversight of enhancing academic quality.
- interfacing closely with the Deputy Vice-Chancellor (Research) who has carriage of the other core aspect of the University's academic focus.
- overseeing and planning the delivery of the University's undergraduate and postgraduate teaching programs.
- overseeing the development of a balanced academic staff profile for the University as well as the capabilities of the academy.
- developing and implementing strategies aimed at improving the quality of learning and teaching as well as capacity and capability.
- development and implementation of strategies aimed at increasing quality assurance in the delivery of teaching programs.
- review, implementation and management of academic policies, processes, structures and resources aimed at ensuring excellence in teaching, learning and scholarship.
- initiating, building and managing relationships and networks with key internal and external stakeholders and strategic academic partners.

ORGANISATION CHART

Deputy Vice Chancellor - Academic

Executive Manager

Executive Director, Student Engagement & Registrar

PVC Learning & Teaching

Director, Indigenous Strategy

University Librarian, Records & Collections

Director, MUIC

PVC, Programs & Pathways

Structure to be decided
### KEY ACCOUNTABILITIES

- Collaborate with the DVC-A and key internal stakeholders to identify, develop and oversee the implementation of projects and initiatives aimed at supporting the University’s strategic objectives.
- Provide high level expert advice to the DVC-A and ensure that decisions resulting from this advice are implemented.
- Lead and manage the staff within the Office of the DVC-A to ensure the provision of integrated and effective support to all aspects of the DVC-A’s work.
- Manage the collection, analysis and reporting of data on key projects and initiatives to assist the DVC-A in providing progress updates to Executive.
- Work with the Office of Strategy, Planning, Analytics and Rankings to advise on the alignment of the University’s load planning strategy and processes.
- Identify, research, analyse and report on local, national and/or global issues and trends impacting to inform the development the development of strategies within the portfolio.
- Represent the DVC-A to key internal and external stakeholders.
- Advise on and support the development and implementation of University-wide policies, procedures and processes.
- Develop and implement projects and initiatives aimed at promoting the interests and furthering the development of the University.
- With the approval of the DVC-A, participate in or lead projects involving wider University constituents and staff.
- With Governance Services, ensure that the Senate and its committees are appropriately supported.
- Develop and maintain highly effective relationships, communication and consultation with the University Executive, including the Executive Deans, central portfolio heads and senior managers.
- Effectively build and manage relationships with key leaders and staff across the institution and external organisations.
- Oversee the development and management of the budget for the portfolio.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification

### POSITION CONTEXT

| Reports to: | DVC-Academic |
| Positions Reporting to: | Direct: TBD |
| | Indirect: TBD |

#### Key Direct Clients:
- PVCs
- Directors of the Office of DVC-A
- Executive Deans
- Heads of Office and Senior Managers
- Director – Campus Life
- Heads of industry, government and community
- Regulatory Authorities
- Chair of Senate
- Particular staff members in other offices or departments

#### Other Key Relationships:
- Executive Managers
- Faculty General Managers
- Office of General Counsel
- Associate Deans Learning & Teaching
- Associate Deans Quality & Standards
- Immediate team members

#### Budget Accountability: N/A

#### Role-specific Conditions:

#### Scope and autonomy
Identifies University wide current and emerging issues and develops appropriate policies, strategies and/or programs.

#### Problem solving
Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making.
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>Clusters of behaviours required for successful performance.</th>
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<tbody>
<tr>
<td>Developing Strategy:</td>
<td>Taking a long-range, broad approach to problem solving and decision making through objective analysis, thinking ahead and planning.</td>
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<td>Influencing and Persuading:</td>
<td>Building commitment by convincing others and winning them over to a particular point of view.</td>
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<td>Implementing Systems:</td>
<td>Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
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<td>Setting Expectations:</td>
<td>Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
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<td>Delegating:</td>
<td>Enlisting the talents of others to help meet objectives by giving them appropriate activities and sufficient autonomy to exercise their own judgement while maintaining oversight of activities, quality and timeliness of work.</td>
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<td>Tracking Performance:</td>
<td>Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
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<td>Giving Feedback:</td>
<td>Letting others know in a straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
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<td>Leading and Directing:</td>
<td>Exerting influence in positions of authority, taking charge and directing the efforts of others while continually respecting the roles, expertise and insights of others in the Office and the wider University community.</td>
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<td>Delivering Outcomes:</td>
<td>Holding high expectations for and pushing self and others to achieve at high levels.</td>
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<tr>
<th>ATTRIBUTES</th>
<th>Personal qualities related to successful performance.</th>
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<tr>
<td>Resilience:</td>
<td>Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td>Accountability:</td>
<td>Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Flexibility:</td>
<td>Responding effectively to unexpected or changing circumstances and work in a busy complex and dynamic setting.</td>
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<td>Assertiveness:</td>
<td>Being willing to openly but respectfully express ideas and opinions and justify these when questioned.</td>
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<td>Interpersonal Impact:</td>
<td>Making a positive impression on others in a range of interpersonal contexts.</td>
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<tr>
<td>Integrity:</td>
<td>Maintaining confidentiality, discretion and professionalism.</td>
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**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

Degree qualified.

Experience in management of an executive office in a complex organisation.

Understanding of the global context within which the Australian higher education sector operates, and a capacity to quickly acquire detailed knowledge of higher education governance, policy and procedural frameworks.

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of the DVC-A’s functions and structure.

Knowledge of the DVC-A’s policies, systems, processes and procedures.

Knowledge of the roles and functions of the University Executive.

Knowledge of how the University works and how relevant functions across the University interrelate.

Understanding the University’s Governance structures.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

Navigating complex organisations to achieve strategic outcomes.

Interacting at a range of levels with business, government, community and other key stakeholders.

Working with regulatory authorities in an education setting.

Driving strategic agendas across a range of internal and external stakeholders.

Ensuring excellence in the delivery of service.

Influencing and managing relationships with key stakeholders.

Managing complex or large-scale projects.

Policy review/development.