A world-class career
Executive Director, Student Experience & Registrar / PVC, Student Experience & Registrar
Macquarie University

A WORKPLACE LIKE NO OTHER

Macquarie University has risen to be a progressive and influential institution locally, in Australia and internationally. Uniquely located in the heart of Australia’s largest high-tech precinct, the campus spans 126 hectares and brings together 40,000 students and 3200 staff. Macquarie is recognised globally as one of Australia’s leading research universities and is ranked among the top two per cent of universities in the world. We recently earned a 5-star rating in the QS World University Rankings, including the highest ranking for employability. With more than 300 leading companies located on or around the campus, our students can tap into industry connections that give them an edge in their future careers, while our staff have access to outstanding research and innovation opportunities.

Macquarie will continue to invest in projects to attract and retain the best students and staff, to support world-class research, and to form partnerships with like-minded companies and government agencies. More than AU$1 billion has been recently invested in our facilities and infrastructure, so our students and staff can work in an environment that is inspiring and switched on to the latest digital technologies.

Some of our outstanding facilities include:

- Australia’s first and only private, not for profit hospital on a university campus
- Australian Hearing Hub
- Global headquarters for Cochlear Ltd
- State-of-the-art library featuring a robotic book storage and retrieval system
- Macquarie University Sport and Aquatic Centre
- On-campus railway station

Built on a history of collegiality, Macquarie openly supports and encourages collaboration and innovation. We are consultative, and we value excellence in service delivery and support to our stakeholders across the University.

I hope you will consider joining us and I look forward to welcoming you to our team.

Professor Kevin Jameson
Deputy Vice-Chancellor (Academic) & Registrar
Macquarie University at a glance

- Degrees awarded: 9,281
  - Undergraduate: 5,118
  - Postgraduate: 4,163
- Enrolments: 40,209
  - Domestic: 31,568
  - International: 8,641
- Students: 40,209
  - Full time: 27,795
  - Part time: 12,414
- Staff (FTE): 3,199
  - Professional staff: 1,674
  - Academic staff: 1,525

- Assets: $2.84 billion
- Revenue: $930 million
- Alumni: More than 178,000 in more than 140 countries
- Macquarie University International College: Launched November 2015, 900+ commencing students in our first full year of operation
Innovation through ingenuity

A PLACE OF INSPIRATION
Uniquely located in the heart of Australia’s largest high-tech precinct, Macquarie University brings together more than 40,000 students and 3000 staff in one thriving hub of discovery. Our campus spans 126 hectares, with open green space that gives our community the freedom to think and grow.

More than $1 billion has recently been invested in our facilities and infrastructure, so our students and staff can thrive in an environment that is both inspiring and switched on to the latest digital technologies. With more than 300 leading companies located on or around our campus, our students are able to tap into industry connections that give them an edge in their future careers, while our staff have access to outstanding research and innovation opportunities with some of the world’s leading organisations.

RENOURED FOR EXCELLENCE
Despite its youth, the University has risen to be a progressive and influential institution, and is highly regarded both locally and internationally.

Ranked among the top two per cent of universities in the world and with a 5-star QS rating, we are considered one of the world’s best universities, producing graduates who are among the most sought-after professionals in the world.

With our tradition of innovation and exploration, we continue to break new ground, ranking among the top 300 institutions in the world for accounting and finance; communication, cultural and media studies; Earth and marine sciences; education; English language and literature; geography; law; linguistics; and psychology.

A PROUD TRADITION OF DISCOVERY
Our University is bold and innovative. Unconstrained by tradition, we take a pioneering approach to research. Such an approach is largely responsible for our enviable reputation for research excellence – 98 per cent of our research is ranked at world standard or above, and more than 100 of our researchers are ranked in the top one per cent of researchers in the world.

Our framework for the future, World-leading research with world-changing impact, is brought to life by renowned researchers, whose audacious solutions to issues of global significance benefit the world we live in.

Looking to the future, we have developed five research priorities – healthy people, resilient societies, prosperous economies, secure planet and innovative technologies – that provide a focal point for the cross-disciplinary research approach that is at the heart of our ethos.

Macquarie University consistently breaks new ground.

2010 Manufacture of yellow lasers for enhancing eye surgery was underway using Macquarie University technology.

2012 The University’s Dr David Skellern was awarded an Officer of the Order of Australia for his contribution to the invention of wi-fi.

2013 Revealed messages hidden in ancient clay tablets by combining our expertise in history with cutting-edge medical imaging technology.

2013 Launched the Centre for the Health Economy in response to the increasing difficulty for health-related industries to access data across the whole health sector.

2014 Named to lead the Yeast 2.0 project in Australia to create the world’s first-ever synthetic complex organism by 2017.

2016 Launched the Optus Macquarie University Cyber Security Hub as a centre for research teaching and outreach with a business focus.

The Macquarie Park Innovation District (MPID) launched, harnessing 180-plus multinational corporations.

A WORLD-CLASS CAREER.
From our beginnings, Macquarie University has defied the traditional boundaries of academia. Instead, we have pioneered – and continue to pioneer – learning and teaching approaches that challenge conventions and shift thinking. In 2013, we published a long-term strategic framework, *Our University: A Framing of Futures*, that set out our vision for the future of the University and the principles by which we live in the pursuit of those goals. Those principles remain relevant today, and we share a strong belief in the purpose, vision and values of the University to guide us as we move forward.

**UNITED BY ONE PURPOSE**
Macquarie University exists to serve and to engage.
- We serve and engage our students and staff through transformative learning and life experiences.
- We serve and engage our world through discovery, dissemination of knowledge and ideas, innovation, and deep partnerships.

**SHARING ONE VISION**
We are:
- a destination of choice for students and staff who share our values
- deeply connected with our stakeholders and partners, and known for this globally
- ranked among the highest performing research universities in Australia and, for key disciplines, recognised globally for our pre-eminence
- known across Australia and beyond as custodians of a remarkable university campus that blends the vibrancy of a cosmopolitan university village with a natural Australian bushland setting.

**EMBODYING ONE SET OF VALUES**
As custodians of Macquarie University, we value:
- Scholarship – We believe learning, enquiry and discovery improve lives.
- Integrity – We conduct ourselves ethically, equitably and for mutual benefit.
- Empowerment – We make our community a source of strength and creativity.

Through our actions as students and staff, we live these values, and it is against them that we hold ourselves accountable.
Our strategic priorities

*Our University: A Framing of Futures* sets out seven key priorities for our community. These are:

- A culture of transformative learning in a research-enriched environment
- An accelerating and impactful performance in discovery
- Aligning the nature and size of the University for the future
- Creating an innovation nexus where Macquarie University and our partners contribute solutions to the world and develop lasting relationships
- Emboldening Macquarie University’s recognition and international presence
- Developing a vibrant and sustainable campus, clearly at the centre of a rapidly changing neighbourhood in the international, cosmopolitan city of Sydney
- Improving those aspects of our support services to realise this aspiration and vision.

We are not afraid to break new ground. We know that success in today’s world is about collaborating with the right people on the right issues. We see life as an exhilarating source of intellectual and professional growth, unconstrained by traditions, and we are ready to embrace new experiences and ideas.

**BUILDING SUCCESSFUL GRADUATES**

Our pioneering approach is built around a connected learning community. Our students are considered partners and co-creators in their learning experience. Their face-to-face experience is paired with sophisticated and interactive digital resources. Their courses are linked to the latest research discoveries. They are connected with industry partners through internships and work placements.

We design many of our degrees in collaboration with industry and a significant number are also accredited by peak professional bodies, giving our students a head start on their careers. Additionally, we offer our students a package of career accelerator initiatives that educate, enable and empower them to launch a career in whatever field ignites their passion.

**WORK-INTEGRATED LEARNING THROUGH PACE**

Supported by our many corporate partners, our signature PACE (Professional and Community Engagement) program helps students enrich their classroom learning through placements and internships at world-leading companies and not-for-profits, as well as in community development programs, both locally and internationally.

Fully integrated into the academic program, PACE distinguishes our University in learning and teaching, and is a key contributor to our graduates’ employability.

**GLOBAL LEADERSHIP PROGRAM**

Our Global Leadership Program is an extracurricular initiative that gives students the opportunity to develop leadership, cross-cultural and other practical skills, while connecting them with internationally renowned, inspirational thought leaders.

6 A WORLD-CLASS CAREER.
Who are we looking for?

We are looking for an experienced visionary leader who can unite, inspire and create a culture of high performance and collegiality. You will lead and manage the University’s student administration, governance and services to support quality decision making for academic staff and a seamless experience for our students.

You will bring with you a wealth of successful leadership and management experience within academic administration. You will have proven success and experience in the development and implementation of strategic plans with measurable outcomes.
What will you be responsible for?

REPORTS TO
Deputy Vice-Chancellor (Academic)

DIRECT REPORTS
This position will have oversight of the following portfolios:
Registrar
Student Experience & Engagement
Student Wellbeing & Support

KEY ACCOUNTABILITIES
• Strategically lead the development and delivery of effective student administration, governance and support services by building an effective and high performing team that responds to and creates innovative ways of achieving the overall objectives of the University.
• Provide leadership and expertise to strategic committees of the University.
• Oversee the development of student business process re-engineering strategy and its execution to support the implementation of new student systems and processes to meet the University’s future student systems and information needs.
• Contribute to the development of a student system data governance framework and take on the accountabilities of its stewardship.
• Contribute to a holistic campus approach to student engagement and a positive student experience by partnering with other areas in the development, implementation and evaluation of programs, support and activities.
• Create a culture, environment and structure necessary to deliver excellence in student centered services.
• Align resources to deliver university strategy and position the student administration and governance functions to meet the challenges and opportunities of the emerging strategic environment.

LEADERSHIP AND STAFF MANAGEMENT
• Lead, manage and set the direction for the team.
• Develop and promote strong and effective relationships within and beyond the University.
• Interpret complexity for staff within the portfolio and provide clarity of strategic direction and progress.
• Model ethical behaviour, upholding the highest standards, in line with the University’s purpose, vision and values.

WORKPLACE EQUITY, HEALTH AND SAFETY
Comply with relevant equal employment opportunity and workplace health and safety regulations.
Selection criteria

Candidates for the position of Executive Director, Student Experience & Registrar at Macquarie University must demonstrate:

• Extensive experience in the development and execution of organisational strategy.
• Outstanding skills for building and managing relationships and partnerships with key internal stakeholders.
• Demonstrable experience of successful leadership and management in large-scale academic administration including student management systems.
• Evidence of leadership in strategic enrolment planning and management.
• Experience in business systems implementation, particularly student management systems.
• Exemplary people leadership skills, including proven experience in senior roles with line management responsibilities in a complex public sector organisation.
• Registrarial experience.
• Experience leading complex change.
• Demonstrated understanding of and interest in the local and global higher education context.
Macquarie University has engaged Carol Watson Executive Search and Consulting to assist in the recruitment process. Contact Carol Watson for a confidential discussion of the role and the University’s expectations:
T: +61 (0) 419 523 410 | E: carol@carolwatson@com.au

SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

FULL CURRICULUM VITAE
Candidates are asked to set out in a curriculum vitae the nature of their most recent and significant career appointments.

RESPONSE TO THE SELECTION CRITERIA
In no more than four pages, respond to the selection criteria providing examples of relevant experience and achievements.

CANDIDATE STATEMENT
In no more than one page, outline what you would bring to this role, your vision for the portfolio, and how you would go about implementing that vision.

REMUNERATION
Provide an indication of your current remuneration package.

REFEREES
Provide the names, contact details and present positions of four referees. Referees need not be alerted in advance, as they will not be contacted without the prior approval of the applicant.

DATE OF COMMENCEMENT
Indicate when you will be available to commence at the University.