

## POSITION DESCRIPTION

|                          |                           |                                 |   |
|--------------------------|---------------------------|---------------------------------|---|
| <b>Position Title</b>    | Director                  |                                 |   |
| <b>Functional Area</b>   | Partnerships & Engagement |                                 |   |
| <b>Reporting To</b>      | Deputy Vice-Chancellor    |                                 |   |
| <b>Appointment Level</b> | SM1                       | <b>Number of Direct Reports</b> | 5 |
| <b>Position Number</b>   | TBC                       | <b>Delegation Band</b>          |   |

## THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has established its long-term ambitions through its decadal strategy: Connected. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

## OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

## GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



## PORTFOLIO OVERVIEW

The Education and Research Portfolio works with the faculties and business areas to lead and support the education and research missions of the University. The portfolio is responsible for the experience, support and welfare of coursework and research students from post-admission through to graduation. The portfolio supports research grant development and management, educator and researcher development and community and partner engagement. The portfolio leads curriculum development processes, learning design support, quality assurance and academic integrity and compliance.

Under the leadership of the Deputy Vice-Chancellor, the portfolio brings the education and research missions into alignment, supporting the University's focus on delivering research-led education, preparing students for the jobs of the future, and carrying out impact focused research that benefits our communities.

The portfolio business units include Education and Student Experience (including Learning and Teaching, Careers UC, Institutional Quality Assurance and Library and Learner Experience), Graduate Research School, Partnerships and Engagement (including Education, Research, Civic, International and Sport partnerships), Research Services, Student Life, Medical and Counselling, and Student Connect.

## POSITION PURPOSE

The Partnership & Engagement business unit supports the University's growth through the development of strategic local and global engagement, and strong partnerships. Reporting the Deputy Vice-Chancellor (DVC), the Director Partnerships & engagement leads the initiation, development and maturation of UC's strategic partnerships. The Director provides strategic advice to the DVC and Vice-Chancellor and University leadership.

The Director will be responsible for leading a team that focuses on education partnerships, research partnerships, sports partnerships and engagement, civic partnerships and international engagement.

## PRIMARY RESPONSIBILITIES

The occupant of this position will be required to:

1. Work collaboratively with the Partnerships & Engagement team to create a high performing environment with a culture aligned to UC's Values.
2. Grow students load and the impact of our research through strategic partnerships.
3. Enhance the impact of our research and the experience of our students through strategic international, civic and sport engagements and partnerships.
4. Lead the development and execution of comprehensive strategies that enhance industry, government, and educational connections, supporting our researchers and educators in securing funding and collaborative opportunities.
5. Drive sustainable external revenue through diversified partnerships, enhancing staff commercial and educational engagement acumen, developing new partnership models, and improving our engagement systems and processes to deliver exceptional value for our partners in industry, education, and government.
6. Cultivate mutually beneficial collaborations and provide high-quality, commercially informed advice and services to internal stakeholders. Success will be measured by the growth of impactful, multi-sector partnerships and associated funding.



7. Work collaboratively with the Faculties, Campus Estates and on-campus partners to maximise the value, strength, alignment and outputs of our on-campus collaboration agreements.
8. Work collaboratively with faculties to evaluate potential partnership opportunities and manage risk.
9. Be accountable for compliance with the Higher Education Standards (particularly 5.4 delivery with other partners) and the Education Services to Overseas Students (ESOS) Framework.

Maintain a high level of awareness and vigilance regarding the international and domestic higher education sector, the environments of our partners and monitor for emerging opportunities and risks.

10. Promote a partnership approach within the portfolio and with faculties and other business units and embed a culture of continuous service improvement based on accurate data, process reviews and customer (student) and stakeholder feedback.
11. Monitor quality deliverables and individual performance, identify and implement a cycle of continuous improvement and establish an effective staff development program in line with the key capabilities of all staff within the portfolio.
12. Demonstrate cultural competency with the ability to work with partners from diverse cultural backgrounds effectively.

| Key Capabilities                   | Descriptors   |
|------------------------------------|---|
| 1. Leadership                      | <p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategy with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p> <p>1.5 Showcases diverse voices and perspectives and seeks and values unique contributions and promotes accessibility to all.</p>   |
| 2. Citizenship                     | <p>2.1 Upholds, demonstrates, and promotes the university's purpose and values.</p> <p>2.2 Promotes diversity of thought and creates an inclusive workplace where people feel a sense of belonging.</p> <p>2.3 Looks beyond own point of view to consider needs of others and looks for opportunities to create belonging, support reconciliation, diversity, and inclusion.</p> <p>2.4 Manages accessibility concerns to promote equity.</p>   |
| 3. Effective Communication         | <p>3.1 Adjusts message and delivery appropriate to audience.</p> <p>3.2 Listens authentically to others to understand content and context and effectively communicates ideas.</p> <p>3.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>3.4 Influences and negotiates persuasively.</p> <p>3.5 Builds cultural competence and adaptive communication skills.</p>  |
| 4. Collaboration                   | <p>4.1 Connects and collaborates with our community.</p> <p>4.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>4.3 Authentically and meaningfully connects with people who are different to self.</p> <p>4.4 Is open to a variety of ideas, experiences, and styles.</p> <p>4.5 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>  |
| 5. Delivers results                | <p>5.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>5.2 Responds to changing circumstances and priorities.</p> <p>5.3 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p>  |
| 6. Business Acumen                 | <p>6.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>6.2 Manages resources effectively.</p> <p>6.3 Understands the commercial context the University operates in.</p>  |
| 7. Service                         | <p>7.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>7.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>  |
| 8. Digital Literacy and Innovation | <p>8.1 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>8.2 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p> <p>8.3 Isn't afraid to have an impact. Inspires others to be innovative. Is brave, stirs curiosity and shares ideas and discoveries that shape our future.</p> <p>8.4 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>8.5 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p> |



**Note:** This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

**While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:**

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
- cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability