POSITION DESCRIPTION

Director, NUW Alliance

Position Level: Senior Appointment
Faculty/Division: Office of the VC
Position Number: ADMIN ONLY
Original document creation: 16/11/2023

Position Summary

The Director provides strategic and operational leadership for the NUW Alliance and is accountable to the NUW Alliance Board for performance and delivery of the Alliance’s strategic objectives.

The role may be based at any one of the NUW Alliance partners, University of Newcastle, University of Wollongong, Western Sydney University or UNSW Sydney.

The role reports to the NUW Alliance Board. For administrative purposes the role will report to the Director, UNSW Strategic Alliances & Initiatives within UNSW. The role has one direct report.

Accountabilities

Specific accountabilities for this role include:

- Lead key initiatives of the Alliance and oversee daily operations of the portfolio.
- Deliver the vision and strategy set by the NUW Alliance Board, and manage the ongoing planning and development of the Alliance ensuring appropriate participation, collaboration and alignment across the NUW Alliance partners.
- Lead and manage the necessary financial and legal requirements for the NUW Alliance including budgeting, HR and corporate governance support. Work closely with the NUW Alliance Program Leads at the partner universities to establish efficient and effective management systems and communication processes for the Alliance.
- Work with the Board to prioritise, review, evaluate and monitor key performance indicators across the full range of NUW Alliance activity; working closely with the partners to ensure that management information is captured, and targets are met.
• Build and maintain strong working relationships with the NUW Alliance Program Leads and other key stakeholders at the partner universities to establish efficient systems and communication processes for the NUW Alliance.

• Build collaborative and effective relationships for the NUW Alliance with key stakeholders in industry, government, and higher education.

• Lead the development of the NUW Alliance’s strategy and work plan, ensuring appropriate participation and collaboration. This includes facilitating workshops, consulting with senior stakeholders across the alliance and externally, and ensuring alignment across the NUW Alliance partners.

• Lead research and education funding bids and submissions where appropriate and manage funder relationships and reporting requirements.

• Proactively plan for and respond to changes in Government policy that affects NUW Alliance activities and recognise and capitalise on opportunities to enhance the Alliance’s strategic objectives.

• Represent NUW Alliance at external meetings as directed.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Tertiary qualification in related discipline with substantial experience in management, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

• Demonstrated capability in effective interaction and management of key government and higher education industry stakeholder groups and networks.

• Significant track record of securing and/or managing large scale funding from state, federal, international and private sector sources for research or other programs or initiatives, including substantial experience in managing multimillion-dollar budgets.

• Demonstrated partnering skills and the ability to work collaboratively at all levels with a record of successful interaction with a range of stakeholders, including government and professional organisations.

• Excellent leadership and change management skills complemented by strong performance management and business acumen focussed on delivery against performance targets.

• Demonstrated expertise in developing and negotiating formal governance arrangements for new partnerships, networks and alliances.

• Superior written and verbal communication skills including demonstrated success in conducting consultations and high-level negotiations with key stakeholders.

• Demonstrated experience with preparing and delivering major reports, briefing documents and presentations to a broad range of audiences, including Executive and Board meetings.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.