POSITION DESCRIPTION

Director AGSM Executive Education

UNSW Business School is a leader in business education and research in the Asian region and one of the largest Business Schools in Australia with more than 15,000 students, 500 academic and professional staff and more than 80,000 alumni and partners. The Business School offers a full suite of business degree programs at undergraduate, postgraduate, coursework and research levels, including the AGSM MBA programs and a range of Executive Programs. Its direction is guided by a business advisory council of leading CEOs, chairpersons, and other business leaders.

AGSM is part of UNSW Business School and is Australia’s leading provider of leadership and management education. AGSM Short Courses, including Executive Education, is an important part of AGSM providing transformative learning experiences to over 7000 participants in 2021 in both virtual and face to face modes and accounting for approximately 40% of total revenue. AGSM Short Courses is Australia’s highest ranked university-based provider of high-quality non-award (non-degree) leadership and management development programs. Over the past three years, AGSM Short Courses has been through a period of significant growth and transformation and is well positioned for continued success and growth into the future. With the ability to draw on the world class intellectual resources of the UNSW Business School and the rest of university, AGSM Short Courses is ideally positioned to become the trusted learning partner for organisations seeking to upskill and reskill their internal talent and build the future focussed leadership capabilities required to succeed in an increasingly complex environment.
The **Director of Executive Education** has overall responsibility for strategy and operations of AGSM Short Courses, with full P&L responsibility. The position reports to the AGSM Director, has 5 direct reports and manages an overall team of more than 20 professional staff. AGSM Short Courses also has a number of key partnerships and relationships with a large number of faculty, both from the UNSW Business School and adjunct faculty. The Director is responsible for developing and overseeing these partnerships and relationships. They are a key member of the AGSM senior leadership team helping to formulate overall strategy and represent the AGSM and the UNSW Business School with external stakeholders. In addition to playing a leadership role at AGSM, the Director of Executive Education has the opportunity to work across UNSW to help shape the future of life-long learning at a pivotal moment.

**Accountabilities**

Specific accountabilities for this role include:

- Lead and manage the Short Courses portfolio in order to meet and exceed revenue targets including financial and budget management.
- Set the overall strategy for the AGSM Short Courses portfolio and play a leading role in contributing to the development of UNSW's strategy for life-long learning.
- Consolidate past success, prepare the organisation to scale its operations to deliver on existing commitments and identify future growth opportunities.
- Manage brand and reputation to ensure that AGSM Short Courses is a seen as the leading learning partner on leadership and management development in Australia and the region.
- Work with direct reports to build their capabilities and their ability to effectively manage their teams and others that they work with.
- Identify, develop and manage partnerships with third party organisations that are aligned to the strategy.
- Build strong relationships with Academic staff and adjunct Faculty to ensure a pipeline of talent.
- Play a lead role in external engagement and business development for AGSM, the Business School and UNSW and develop a strong external profile.
- Contribute to the organisation's future strategic direction as a key member of the AGSM Senior Leadership Team.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://www.unsw.edu.au/values-in-action) and the [UNSW Code of Conduct](https://www.unsw.edu.au/about/unsw-code-conduct).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

**Skills and Experience**

- A relevant postgraduate qualification.
- Extensive relevant experience in business development at a senior level, including with corporate and government clients in education or a related industry.
- Strong commercial focus with the ability to implement effective processes needed to underpin sustainable revenue growth.
- Ability to develop overall strategy and future direction at an organisation level.
Outstanding people management skills, with a particular emphasis on development and coaching for performance.

A good understanding of the changing nature of the market for management education and lifelong learning, in Australia and internationally.

Ability to identify innovative new ways of delivering value to clients, including through the use of technology.

Strong external engagement skills.

The ability to manage multiple stakeholders in a complex organisational environment.

Ability to implement and lead by example equal opportunity and diversity policies and programs.

Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

**Pre-employment checks required for this position**

- Verification of qualifications