

Regional Lead - North

College/Division	Division of the Vice-Chancellor
School/Section	Peter Underwood Centre
Location	Launceston
Classification	HEO6
Reporting line	Reports to the Program Coordinator

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Peter Underwood Centre (the Centre) is a partnership between the University of Tasmania and the Tasmanian State Government in conjunction with the Office of the Governor of Tasmania. Pursuing a mutual goal to set high aspirations for the educational outcomes of Tasmanians, the Centre was conceived to lead a process of positive and sustained transformation in Tasmanian education to benefit the whole community. The Centre works to develop and draw together expertise that informs educators, government, industry and community.

The Regional Lead - North will work under the guidance of the Program Coordinator. The appointee will organise activities and programs, contribute to research and evaluation projects, and engage with Children's University Tasmania schools and learning destinations in Northern Tasmania.

The appointee will be expected to work closely with other team members as directed and to demonstrate initiative, independence and discretion in undertaking the role.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Under the general direction of the Program Coordinator develop and deliver engaging activities for Children's University Members and conduct program evaluations.
- Under the general direction of the Program Coordinator, promote Children's University Tasmania and take responsibility for day-to-day management of school and learning destination partners, including recruitment of and activity development, across northern Tasmania.
- Work proactively with Peter Underwood Centre stakeholders to ensure uptake of aspiration initiatives, activities and programs, including but not limited to Children's University Tasmania.
- Coordinate Peter Underwood Centre events and prepare and deliver presentations for internal and external stakeholder groups in northern Tasmania.
- Prepare and submit grant applications in support of the Peter Underwood Centre.



- Manage administration related to the delivery of Peter Underwood Centre programs
- Working knowledge of, or be able to develop, a good working knowledge of university strategic goals, ordinances, rules, policies and procedures as they apply to the Peter Underwood Centre.
- Maintain confidentiality and exercise professional discretion at all times.

What We're Looking For (success criteria)

- Completion of a diploma or degree or an equivalent combination of relevant experience and/or education/training.
- A demonstrated understanding of issues related to educational attainment and post-school participation in education.
- A high level of creativity and initiative in developing and implementing inspirational programs, activities, resources and evaluation strategies.
- Demonstrated high level communication and negotiation skills and ability to establish effective relationships with schools and other stakeholders.
- Ability to work independently and in a team environment.
- Experience in the organisation and running of large events, under broad guidance.

Other position requirements

- Current Working with Vulnerable People registration and National Police Check (or to be obtained).
- Competence in word processing (preferably Microsoft Word), spreadsheets (preferably Excel) and Internet searching. Ability to use UTAS databases and student, financial, and other software to enter and obtain information, as directed.
- Understanding of administrative procedures of the University.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole state.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

