Position Description

Associate Director, Micros and Partnerships

Digital Learning and Teaching Precinct

Division of Learning and Teaching

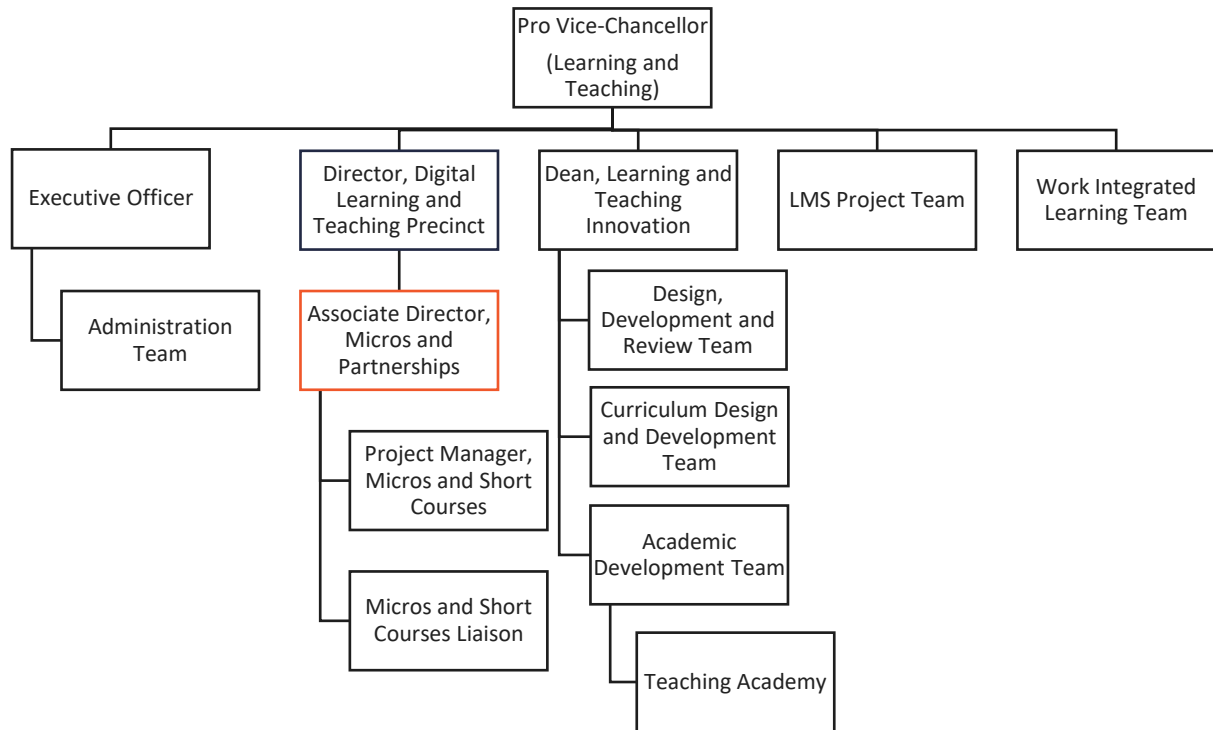|	
Classification	Level 10
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	August 2024

Academic Portfolio

Division of Learning and Teaching

The Division of Learning and Teaching (DLT) sits within the Academic portfolio and reports to the Deputy Vice-Chancellor (Academic). It works in partnership with faculties, schools, divisions and offices to deliver exceptional learning and teaching experiences for our staff and students. We do this through providing leadership, support and innovation in course and subject design, development and review, academic development, and learning technologies with a focus on academic quality. We support learning through leadership and expertise in online, face to face, blended and hi-flex delivery.

Organisational chart

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                          Pro Vice-Chancellor
                          (Learning and
                          Teaching)
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- Executive Officer
  - Administration Team
- Director, Digital Learning and Teaching Precinct
  - Associate Director, Micros and Partnerships
    - Project Manager, Micros and Short Courses
    - Micros and Short Courses Liaison
- Dean, Learning and Teaching Innovation
  - Design, Development and Review Team
  - Curriculum Design and Development Team
  - Academic Development Team
    - Teaching Academy
- LMS Project Team
- Work Integrated Learning Team

Reporting relationship

This position reports to: Director, Digital Learning and Teaching Precinct

This position supervises: Project Manager, Micros and Short Courses

Micros and Short Courses Liaison

Key working relationships

- Dean (Learning and Teaching Innovation)
- Division of Learning and Teaching Leadership group
- Education Analytics Manager
- Manager, Design, Development and Review
- Key Faculty Stakeholders
- University Librarian and Strategic AI Advisor
- Office of Engagement and Enterprise
- Strategic Marketing Officer
- Faculty Marketing Business Partners

Position overview

The Associate Director, Micros and Partnerships will play a pivotal role in designing and delivering short form learning products at our university. With expertise in teaching pedagogies and curriculum design, they will utilise design thinking, agile methodologies, and technology product management to accelerate the development of viable short form learning products. The goal is to lead the national micros market and generate new revenue streams for the university. Collaborating with the Office of Engagement and Enterprise, faculty leadership, and other stakeholders, the Associate Director will pursue partnerships with industry and community organisations to deliver micros and short courses that meet market needs.

Additionally, the Associate Director will leverage technology, including our Learning Management System, AI, and collaboration tools, to create learning products tailored for today's education consumers. They will ensure these products align with university objectives and industry needs. This role involves leading the micros and short courses team through a six-week design and development sprint process, including an intensive sprint week. This process incorporates market data, co-design with industry experts, and concept testing with learners to produce responsive, competitive, and profitable micro-credentials and short courses.

Principal responsibilities

- **Values:** Consistently embody the University's values in behaviour and decision-making, while encouraging inclusivity and collaboration to foster a safe and respectful work environment.

- **Leadership**: Lead by example to inspire, empower, and foster a culture of collaboration, innovation, and continuous improvement. Ensure clear direction, effective communication, and accountability, driving organisational success and individual growth, and a safe working environment.

- Collaborate with the Office of Engagement and Enterprise, faculties, and other stakeholders to identify and validate strategic opportunities for micros and short courses.

- Develop and maintain high-value strategic partnerships aligned with the education strategy.

- Utilise design thinking, lean principles, and agile methodologies to innovate and enhance learning experiences, creating engaging and desirable short-form educational offerings.

- Lead a design and development team through a six-week micros sprint process, ensuring timely, strategic, and cost-effective product delivery while maintaining quality.

- Use financial, ROI modelling, risk management and engage with stakeholders to undertake opportunity assessment, business case development, preparation of funding proposals, grant and tender applications.

- Investigate and resolve process and systems issues to ensure successful delivery and an excellent learner experience.

- Explore, experiment, and pilot new technologies and processes through strategic partnerships, digital learning precincts in collaboration with the Dean, Learning and Teaching Innovation and the Director Digital Learning and Teaching.

- Lead the implementation of new ways of working, coaching and mentoring staff to foster a culture of innovation, continuous improvement, and self-organising teams, while maintaining up-to-date knowledge of current learning and development methods.

- Other duties appropriate to the classification as required.

Required capabilities

This section comprises capabilities from the Charles Sturt Capability Framework. Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
Innovates		
Acts Strategically	Analyses opportunities to determine effective solutions and solve problems in order to achieve short and long-term objectives.	Influence self
Navigates Complexity	Adjusts and responds effectively to new or unexpected situations, challenges, or opportunities whilst developing strategies to manage wellbeing in a challenging environment.	Influence self
Creates Innovative Solutions	Uses methodologies that open up creative thinking and transform ideas into actionable plans and strategies. Reflects on outcomes and drives ongoing improvement.	Influence self
Optimises Digital Environment & Data	Builds own knowledge of new technologies, adopts appropriately and uses data to draw insightful conclusions.	Influence self
Connects		
Builds Relationships	Implements interdisciplinary collaboration, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others.	Influence self
Achieves		
Optimises Outcomes	Consistently achieves desired results as evidenced through measurement. Recognises accomplishments by praising achievements and sharing success stories to promote learning.	Influence self
Drives Impact	Collaboratively engages with peers and stakeholders in the community and industry. Places our people and students at the centre of design decisions.	Influence self

Capability	Capability description	Level of influence
Enablers		
Practices Effective Governance	Refers to policies, processes and guidance to support effective decision making and applies risk management processes to mitigate risk and proactively manage safety and compliance obligations.	Influence self
Manages Finances	Adjusts and responds effectively to new or unexpected situations, challenges, or opportunities whilst developing strategies to manage wellbeing in a challenging environment.	Influence self
Utilises Technology Effectively	Builds capability in relevant technologies, complies with security obligations and addresses the ethics of technology use to minimise risk.	Influence self

Manages Projects Effectively	Applies effective planning and coordinates effort using project management practices to deliver specific project objectives.	Influence self
Manages Effectively		
Clarifies Purpose and Inspires Direction	Clearly articulates the purpose and strategies of Charles Sturt and alignment to teamwork priorities. Provides a sense of direction and motivates people and teams to strive for it.	Influence self
Coaches and Develops Others	Guides and supports individuals to enhance their skills, knowledge, and capabilities, fostering personal and professional growth, and empowering them to reach their full potential.	Influence self
Builds Effective Teams	Builds teams with complementary abilities and skill sets, encourages effective communication and collaboration and cultivates a supportive environment to reach objectives.	Influence self

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distance up to 500km per day within the terms of the university's Driver Safety Guidelines
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 5kg.

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. Extensive stakeholder engagement and project management expertise and supporting experience or postgraduate qualifications and extensive relevant experience or an equivalent level of knowledge gained through any other combination of education, training, and/or experience.

B. Proven ability to inspire change and push the boundaries of what's possible with technology, towards a culture of innovation and experimentation and a commitment to fast iteration and continuous learning.

C. Experience in financial modelling and provision of strategic advice and demonstrated ability to prepare business cases to ensure proposal viability.

D. Contemporary knowledge of the higher education sector that includes the ability to navigate sector trends, policy and funding environments and an entrepreneurial approach to achieve innovative outcomes within this environment.

E. Excellent facilitation skills with proven ability to apply human centred design principles to solve complex problems including navigating the needs and perspectives of various stakeholders while achieving positive experiences and outcomes.