



Position description

Professional Practice Manager

Department/Unit	Education Faculty Activities
Faculty/Division	Faculty of Education
Classification	HEW Level 9
Work location	Clayton campus
Date document created or updated	10 November 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Faculty of Education** is nationally and internationally recognised for excellence in teaching and research. Operating across three campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy, and community action around the world.

Among our programs are undergraduate and masters teacher education degrees in early childhood, primary and secondary education, a wide range of postgraduate coursework and research degrees in education, counselling, psychology and educational and organisational leadership. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time.

For more information about the Faculty, please visit our website: www.education.monash.edu.au/

Position purpose

The Professional Practice Manager supports the Faculty's professional experience functions through an internal focus on student support and an external focus on partner support. The incumbent will support students' progress in professional practice and their professional readiness within teacher education courses at the undergraduate and graduate levels prior to, during and post placement.

The incumbent will sustain partnerships with placement partners which include schools, early years settings and community-based sites, and contribute to strategic planning and direction of the Professional Experience program in the Faculty. Additionally, the incumbent will provide leadership, support and direction to their team, enhancing capability and driving operational excellence.

Reporting line: The position reports to the Faculty General Manager under broad direction, working with a considerable degree of autonomy

Supervisory responsibilities: Eight Professional Practice Consultants

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Contribute to the strategic planning, direction and policy/process enhancement of the Professional Experience program in the Faculty to ensure that all appropriate course requirements are met and the Professional Experience program meets external accreditation requirements
2. Provide expert guidance and advice to the Professional Practice Consultants in managing & deepening relationships with partners and partner sites that have been identified as key placement partners, supporting the placement needs of the Faculty and external stakeholders
3. Provide expert, authoritative guidance and advice to orient partner placement sites and supervisors to the supervision requirements which best support student learning during their placement, recommending and facilitating professional learning opportunities for partners as required
4. Develop pre-placement workshops, sessions and delivery schedules to ensure students' readiness for placement and enhance their understanding of particular placement initiatives
5. Analyse and respond to notifications of concern referred by the Professional Experience Office in order to support student progress and school partners, enhancing the experience for both parties
6. Lead the planning, management, review and monitoring of the effectiveness of the student and partner placement experience, identifying and communicating strategies for continuous improvement
7. Monitor and analyse professional experience reports to confirm and submit grades in association with the Professional Experience Adviser, consulting with academic staff on student progress made during placement and identifying implications for teaching and learning
8. Drive the quality assurance for records of partners and students on specified databases, identifying and troubleshooting complex issues whilst ensuring internal stakeholder input to provide positive and proactive solutions across the University
9. Work with the Professional Experience Liaison in their academic role to scope, create and operationalise new partnership arrangements, ensuring a considered and consistent approach
10. Lead and manage a team of Professional Practice Consultants, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to achieve key strategic goals

Key selection criteria

Education/Qualifications:

1. The incumbent will possess:
 - undergraduate or postgraduate qualifications in initial Teacher Education, with extensive and relevant teaching experience or,
 - an equivalent combination of relevant experience, and/or education/training

Knowledge and Skills

2. Excellent interpersonal skills to build and maintain specialist working relationships at all levels, across diverse groups including colleagues, academic and professional staff and future/current external partners from diverse social and cultural backgrounds and locations
3. Demonstrated ability to solve complex issues relating to the placement of students, partnership maintenance, the ability to prioritise tasks, manage time and work effectively under pressure to meet strict deadlines
4. Proven experience in or capacity to supervise students' professional practice and career progression, and the supervision of large teams
5. Understanding of relevant professional standards eg The Australian Professional Standards for Graduate Teachers with the demonstrated ability to apply and adhere to these standards
6. High-level written and oral communication skills, including experience in public speaking, the ability to develop rapport with targeted audiences, and to positively influence senior staff internally and potential partners externally to drive and manage strategic direction

7. Strong analytical and problem solving skills and the ability to interpret policies and communicate complex procedures to partners, students and staff
8. Demonstrated ability to provide innovative solutions to placement issues by using initiative and making decisions aligned to embedded policies, whilst working effectively and cooperatively in a team environment
9. Proven proficiency in the use of technology such as corporate databases and the use of software packages such as Microsoft Word, Excel and PowerPoint
10. Proven capability and success in leading, developing and managing a team of professionals, creating a cohesive high-performance working environment

Other job-related information

- Travel (e.g. to other campuses of the University) and to external partners may be required
- Out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted
- Working with Children Check and compliance with the Child Safe Standards

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

Organisational chart

