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| **Position Description** |

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| **Project Manager, La Trobe Online** | |
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| **Position No:** | 50121334 |
| **Department:** | La Trobe Learning and Teaching |
| **School:** | Office of Deputy Vice-Chancellor (Academic) |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 9 (HEO9) |
| **Employment Type:** | Full time, Fixed-term |
| **Position Supervisor:**  **Number:** | Academic Director, La Trobe Online  50141778 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University – <http://www.latrobe.edu.au/about>

La Trobe Learning and Teaching – <http://www.latrobe.edu.au/ltlt>

**For enquiries only contact:**

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**Project Manager, La Trobe Online**

**Position Context**

La Trobe University has set an exciting new vision for its future outlined in its Strategic Plan, *Future Ready 2013 - 2017*. Already known for excellence and innovation in its teaching and research, La Trobe is embarking on a major new initiative to build a quality portfolio of online courses and services to meet the growing demand from an increasingly diverse student population. The *Future Ready Strategic Plan* is designed to position La Trobe as the leading provider of high quality online and blended learning experiences that provide students with flexible choice and access to transformative educational experiences.

*La Trobe Online* is a significant three-year project to develop an exciting new model for La Trobe’s online education product offering, in order to achieve strong growth and inclusive excellence. The project will involve all major areas of the University including Finance, Marketing and Engagement, Student Services, ICT and the Colleges. A substantial component of the project will be directed towards the development of fully online courses and improvement of all aspects of the online environments, embracing the entire higher education student journey.

The role is responsible for leading the development of fully online courseware and resources for successful online study and associated processes and strategies.

**Duties include:**

* Facilitate and document courseware development project briefs and impact assessment together with LTU academic, educational developers, educational designers and student experience staff.
* Coordinate production of fully online courseware and support materials with internal and external stakeholders and partners and educational and technology vendors to establish and progress projects.
* Lead the rollout of fully online courseware and resources from initiation to quality reviews.
* Ensure that all courseware development projects have appropriate planning, oversight, budget management, communication, and control.
* Identify risks and issues impacting on projects, teams and the program as a whole and work with project teams and take timely, considered action to manage these appropriately.
* Develop and maintain an effective and cohesive project team and ensure effective team communication processes with a strong focus on minimising administrative paperwork and utilising appropriate technologies for communication, tracking and reporting.
* Provide high level advice and support to other project team members and the LTO Leadership team on project governance, resourcing and management.
* Lead a small team of La Trobe Online project staff or business analysts within a program work stream where required.
* Undertake other duties as directed by the La Trobe Online Leadership team or Pro Vice-Chancellor Teaching and Learning.

**Key Selection Criteria:**

* A degree, extensive project management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience in project management.
* Demonstrated experience managing and controlling projects, identifying risks and issues, targeting benefits and effectively monitoring and reporting on progress to key stakeholders.
* Ability to establish and maintain sound working relationships internally and externally, to communicate effectively on a range of sensitive and complex issues and to build collaborative relationships for the project and the department.
* Demonstrated ability to resolve conflict and solve problems in a complex environment focused on quality improvement, excellence and innovation in the use of technology to enhance learning in higher education.

**Desirable:**

* Demonstrated experience in project management in one or more relevant contexts including curriculum design, marketing, student retention, business process analysis, or information and communications technologies.
* Proven knowledge of the higher education sector and online educational trends nationally and globally.
* Knowledge of, or experience with, User-centred Design processes and supporting tools.
* Formal training in project management methods or tools (i.e. PRINCE2 or Agile).

**Other Relevant Information:**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only Initials: HR Assist Date: Aug 2017