

|  |
| --- |
| **Position Description** |

|  |  |
| --- | --- |
| **Advisor, Divisional Operations and Projects** | |
|  |  |
| **Position No:** | NEW |
| **Department:** | Educational Partnerships and Quality |
| **School:** | Office of Senior Deputy Vice-Chancellor |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | HEO7 |
| **Employment Type:** | Fixed Term, Full time |
| **Position Supervisor:**  **Number:** | Executive Director, Educational Partnerships and Quality  50100230 |
| **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://latrobe.edu.au/ltlt

**For enquiries only contact:**

|  |
| --- |
| **Position Description** |

**Advisor, Divisional Operations and Projects**

**Position Context**

The Educational Partnerships and Quality office (EPQ) is responsible for quality assurance of academic operations and the delivery of participation programs. Specific functions include:

* Delivery of the University’s Tertiary Enabling Program, which provides a pathway to study to students from regional and low socio-economic backgrounds;
* The Schools Partnership Program, which builds relationships with schools with lower rates of higher education participation, targeting Years 7-10;
* Delivery of the University’s VCE Plus program, which coordinates the delivery of higher education subjects for VCE students;
* Quality assurance and compliance support to educational partnerships, particularly third party teaching arrangements and articulations;
* Management of student complaints;
* Coordination of course review processes;
* Management of professional accreditation and recognition records and carrying out course promotional information audits to ensure compliance;
* Ownership of a range of University policies and procedures related to the course lifecycle, quality assurance, compliance and educational partnerships, and of the course management register that is currently in development; and
* Delivery of the Standards Alignment Program in 2017. The program is designed to ensure the University is fully and demonstrably compliant with the Threshold Standards 2015 across all areas of operation.

The Advisor, Divisional Operations and Projects provides senior administrative support to the Executive Director and other members of the team. The role is responsible for ensuring the efficient and collegial management of operations and projects across all aspects of the division’s business.

**Duties:**

* Provide expert advice to the Executive Director on all aspects of the division’s operations and strategic initiatives based on a thorough understanding of the unit and the higher education sector
* Oversee, manage and control budgets for the division, including the preparation of business cases and regular reports for the Executive Director and work with the Office of the Deputy Vice-Chancellor (Academic) on annual budget planning processes
* Oversee the development, monitor the implementation and report against the delivery of the division’s business plan
* Independently monitor, develop, review and continuously improve the procedures and processes in the division.
* Identify opportunities for changes to work processes to consistently improve quality and effectiveness of project support delivery
* Provide briefings to the Executive Director in preparation for committee meetings, events and other activities.
* Prepare minutes and agenda for meetings as required and coordinate staff meetings within the division.
* Provide senior executive support to the Executive Director, including the management of diary and travel arrangements.
* Negotiate solutions where a range of interests have to be accommodated.
* Undertake other duties as directed by the Executive Director, Educational Partnerships and Quality.

**Key Selection Criteria:**

* Relevant undergraduate degree with subsequent relevant experience; or extensive experience in providing executive support and unit management services; or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Excellent interpersonal and teamwork skills, including the ability to develop networks and work effectively with a wide variety of stakeholders from diverse backgrounds.
* Demonstrated ability to deliver effective executive support and unit management in a complex organisation.
* Demonstrated high level communication, organisation and problem solving skills, with an ability to multitask and make decisions independently.
* Demonstrated high level of self-motivation and personal management skills.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

**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: Date: