

Position Description

Pro Vice-Chancellor Student Success

Position No:	NEW
Department:	Office of the Deputy Vice Chancellor (Academic)
School:	Office of the Deputy Vice Chancellor (Academic)
Campus/Location:	Melbourne (Bundoora)
Classification:	ESMC3
Employment Type:	Fixed Term
Position Supervisor:	Deputy Vice Chancellor (Academic)
Number:	50020204
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Description

Pro Vice-Chancellor Student Success

Position Context

The Pro Vice-Chancellor Student Success (PVC Student Success) is a new leadership position reporting to the DVC (Academic) and plays a central role across the University to give effect to the Strategic Goal of delivering an outstanding student experience that is engaging, academically successful and leads to positive career outcomes.

The PVC is responsible for leading the university's student employability strategic objective which includes curricular and co-curricular strategies for preparing career-ready graduates.

The PVC will work collaboratively and strategically with key stakeholders across the academic Colleges and central portfolios to build on existing programs and develop new initiatives that contribute to supporting and enhancing the success of all students.

KEY AREAS OF ACCOUNTABILITIES may include:

Judgement & Problem Solving

- Lead the Student Employability Initiative to achieve La Trobe's graduate employability targets informed by a deep understanding of the Australian higher education environment, identification of discrepancies in critical information, a strategic approach to interpreting data to lead strategic change.
- Lead the development of educational links with industry, including alumni, in the local communities La Trobe serves and more broadly, to ensure their input into and participation in the La Trobe curriculum at all levels of study.
- Work collaboratively across portfolios to design, promote and evaluate programs designed to enhance graduate employability, including student peer mentoring, student leadership and student governance initiatives.
- Develop measurements to track performance in student employability in support of the La Trobe Strategic Plan 2018-2022 targets, and benchmark performance with competitors in Victoria and across the sector.
- Develop strategies to effectively respond to student and employer feedback and implement changes to improve satisfaction and student advocacy.
- Collaborate with academic Colleges and central portfolios to provide careers and employability services for all students, including domestic, international, undergraduate and postgraduate, in the context of the university's Learning and Teaching strategy to deliver on the needs of graduates to be career ready.
- Design, deliver and evaluate a targeted staff development program, including microcredentials, to enable the integration of employability capabilities in the curriculum, building on existing good practice in Work Integrated Learning, innovation and entrepreneurship across disciplines.

- Exercise critical decision making in areas of strategic planning and policy direction to support student success at La Trobe across the student lifecycle and beyond graduation.

Level of Supervision and Independence

- As a key member of the Deputy Vice-Chancellor (Academic) leadership team, collaborate to develop, implement and monitor divisional operational plans, strategies and policies.
- Exercise substantial autonomy and delegation, demonstrated ability to vary plans and policies to meet stakeholder needs and makes significant commitments on behalf of the University.
- Identify and develop talent. Encourage and motivate staff to engage in continuous learning, and empower them by delegating responsibility for work. Set clear performance standards and gives timely praise and recognition.
- Deliver constructive feedback and manage under-performance. Offer support in times of high pressure. Celebrates success and engages in activities to maintain morale.

Organisational Relationships and Impact

- Build collaborative work relationships with Colleges and central portfolios to improve the employability outcomes and graduate success of students, measured by graduate employability outcomes and industry feedback.
- Strategically lead and influence change and innovation in the delivery of high quality career development learning in both curricular and co-curricular contexts to provide exceptional educational experiences for all students, to in turn, maximise graduate outcomes and student success.
- Build and sustain relationships that provide a rich intelligence network. Establish an effective working relationship with key stakeholders, including the Senior Executive group, portfolio heads, managers, students, academic and professional staff involved in supporting student success at La Trobe. Encourage stakeholders to work together, and establish cross portfolio approaches to address issues.
- Consult broadly to obtain buy-in and recognise when input is required. Communicate the importance of consultation with stakeholders to others. Personally manifest emotional intelligence and strong interpersonal relations.

Key Selection Criteria

- A distinguished scholarly record in the field of student success and career education with a prominent strategic involvement in national and international learning and teaching initiatives underpinned by a student-centred approach.
- Experience in effectively leading and managing teams and financial and physical resources within a large and complex organisation to design, develop and implement operating policies, strategies and tactics.
- Proficiency in the art of management including professional maturity, political acumen, tenacity and resilience to achieve cultural alignment of efforts and resources to the University's strategic objectives.

- Exemplary communication skills and demonstrated evidence of ability to lead and influence individuals and teams across the organisation, keeping in mind environmental constraints and the challenges of a multicampus university.
- Demonstrated understanding and commitment to principles and practices of privacy, integrity and equal opportunity and a willingness and capacity to implement required OHS policies and safe work practice.
- Ability to demonstrate drive and integrity through a strong commitment to actions and taking responsibility for role modelling the professional behaviours important to the University: Respect, Integrity, Accountability, Openness & Transparency, Responsiveness, Collegiality.

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.