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| **Position Description** |

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|  **Project Manager, La Trobe Online** |
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| **Position No:** | NEW |
| **Department:** | La Trobe Learning and Teaching |
| **School:** | Office of Senior Deputy Vice-Chancellor |
| **Campus/Location:** | Melbourne |
| **Classification:** | Higher Education Officer Level 9 (HEO9) |
| **Employment Type:** | Full time, Fixed-term till 31 December 2017 |
| **Position Supervisor:** **Number:** | Program Manager, La Trobe Online |
| **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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Email: m.riddle@latrobe.edu.au

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| **Position Description** |

**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 an exciting new model for La Trobe’s online education offering, in order to achieve strong growth and inclusive excellence. The project will involve all major areas of the University. A substantial component will be directed towards the development of fully online courses and improvement of all aspects of the online environments, embracing the entire higher education experience.

There are four Project Managers in La Trobe Online. Each Project Manager will be expected to be accountable for and successfully manage a complex set of projects to ensure that the La Trobe Online vision and project’s strategic objectives are met. Each position will work with the Director, Digital Learning, the Program Manager, and other staff to focus on one of four major streams of work listed below.

* **Course and Subject Design**: projects involving the development of curriculum, resources and assessment for successful online study and associated processes and strategies;
* **Portfolio development and Marketing**: projects involving the development of market strategy and operations, marketing campaigns and product development and selection;
* **Student Success and Retention**: projects to establish and maintain ways to support students to succeed in online study;
* **Reporting and Analysis**: projects involving analysis and reporting on student outcomes, analysing and changing business processes and integrating these with technologies and systems.

**Duties:**

* A Bachelor level degree and project management qualifications with extensive project management expertise and supporting experience, or an equivalent combination of relevant knowledge, training and/or experience in project management.
* 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.
* Ensure project outcomes are identified and baselined early and implement continuous monitoring and review mechanisms to ensure program benefit realisation is measured and reported appropriately.
* Interact with senior colleagues across all areas of the University, with internal and external committees and educational and technology vendors to establish and progress projects.
* Provide high level advice and support to other project team members and senior leaders of La Trobe Online on project governance, resourcing and management.
* Lead a small team of La Trobe Online project staff within a program work stream where required.
* Undertake other duties as directed by the Program Manager, La Trobe Online, Director, Digital Learning or Pro Vice-Chancellor, Teaching and Learning.

**Key Selection Criteria:**

**Essential**

* Bachelor’s degree, and project management qualifications with extensive project management expertise and supporting experience, or an equivalent 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 focussed 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.

**La Trobe Values**

At La Trobe we:

* take a world view
* pursue ideas and excellence with energy
* treat people with respect and work together
* are open, friendly and honest
* hold ourselves accountable for making great things happen.

For Human Resource Use Only Initials: HR Assist Date: 4-Dec-14