

Position description

| | |
|---|--|
| Position title: | Manager, Student Futures |
| Faculty and/or School/Section/VCO: | Centre for Learning Innovation and Professional Practice (CLIPP) |
| Campus: | Mt Helen Campus. Travel between campuses will be required. |
| Classification: | Within the HEW Level 8 range |
| Employment mode: | Fixed-term appointment |
| Probationary period: | This appointment is offered subject to the successful completion of a probationary period. |
| Time fraction: | Part-time |
| Recruitment number: | 843710 |
| Further information from: | Ms Ellen Sabo, Manager, Student Futures, Centre for Learning Innovation and Professional Practice. Telephone: (03) 5327 6304 E-mail: e.sabo@federation.edu.au |
| Position description approved by: | Associate Professor Nina Fotinatos, Director, Centre for Learning Innovation and Professional Practice. |

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

Original Issue: 01/11/2009
Current Version: 01/06/2015

Position Summary

The Manager, Student Futures works as part of the Centre for Learning Innovation and Professional Practice (CLIPP) to manage a range of staff and services which support new students in their transition to life at University and in their success in their studies. Under the broad direction of the Director, CLIPP, the Manager, Student Learning Futures is responsible for the autonomous management of the Student Futures Program, and other student success and retention initiatives.

The position manages a specialised unit within CLIPP where significant innovation, initiative and/or judgement are required. The Manager, Student Futures is responsible for leading the monitoring and review of the Student Futures Program across all campuses for currency and applicability, and for reporting on the impact of the programs through committee structures and directly to Faculties.

The Manager, Student Futures works closely with the Deputy Vice-Chancellor (Learning and Quality), the Director, CLIPP, the Associate Deans, Learning and the Student Futures Program team to ensure the programs contribute to academic learning support initiatives that enhance student success and retention.

Key Responsibilities

1. Oversee the implementation, innovation and management of the Student Futures Program in accordance with the relevant regulations, policies and procedures of the University, including designing and developing appropriate processes and guides, and training the Mentors, PASS Leaders and Student Academic Leaders.
2. Provide high-level guidance and support for staff within CLIPP, including supervision and management of staff within the Student Futures Program, managing probationary requirements and the Performance Review and Development Program; Manage a team of fixed term and casual employees employed in the Student Futures Program, including Student Academic Leaders, Mentors and PASS Leaders in accordance with regulatory requirements, exercising independent judgment on their training achievements.
3. Be responsible for creating and managing an annual budget for the Student Futures Program and other student success and retention initiatives, and effectively manage human resources, space and equipment of CLIPP to ensure that services and projects are efficiently delivered within budget.
4. Create and implement new online student support programs including online mentoring, FedReady online, and iPASS, including the quality assurance of these programs; and the provision of learning and teaching enhancement initiatives.
5. Contribute to the leadership and management of CLIPP by developing, implementing and monitoring CLIPP's student academic and support programs.
6. Create and lead strong networks with staff across all University campuses, promoting open communication and information sharing to support the improvement of student success and retention.
7. Provide high-level advice to the Director, CLIPP on the latest developments in academic and social support programs across Higher Education and Vocational Education and Training sectors. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at:
http://federation.edu.au/_data/assets/pdf_file/0010/284248/FedUni_StrategicPlan.pdf

8. Undertake the responsibilities of the position adhering to:
- Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The Manager, Student Futures reports to the Director, CLIPP. Under broad direction, the Manager, Student Futures is responsible for leading the development and management of the Student Futures Program and other student success and retention initiatives across all Federation University Australia campuses and online. The Manager, Student Futures, will provide advice to the Director, CLIPP, on how the Student Futures Program contributes to the Universities strategic objectives and Charter.

Training and Qualifications

Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

Position/Organisational Relationships

The position operates within CLIPP and reports to the Director, CLIPP.

The Manager, Student Futures will contribute as a senior member of staff within CLIPP to provide high-level guidance and support for CLIPP staff. The Manager, Student Futures will facilitate the mentoring of staff within CLIPP; be responsible for the supervision and management of staff within the Student Futures team and contribute to ensuring close collaboration across all teams within CLIPP.

The Manager, Student Futures will establish and maintain collaborative relationships with staff within the Schools and Directorates. The Manager, Student Futures will also establish and maintain a collegial network of colleagues to assist in the achievement of the University's student retention and success objectives and provide relevant expertise to facilitate excellence in student support within the Schools and across the University. The Manager, Student Futures will also enhance CLIPP's reputation through promoting the student support capabilities of CLIPP and the University to business, industry, government and community regionally, nationally and internationally.

The Manager, Student Futures will actively represent CLIPP on relevant University committees and Chair committees when required.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A relevant postgraduate qualification or professional accreditation in a relevant discipline and/or extensive management experience and proven management expertise in a senior position in a student support environment.

2. Demonstrated leadership experience in the development and implementation of student success and retention programs and the management of projects, along with a demonstrated experience in understanding factors which influence student success.
3. Demonstrated commitment to, and enthusiasm for, facilitating student retention and success as well as a demonstrated understanding of the learning and development needs of a diverse range of students.
4. Demonstrated ability to work and lead teams to ensure excellence in student support and project management, as well as the ability to work collaboratively and responsively with a variety of internal and external stakeholders.
5. Demonstrated ability to design, develop and implement training using a variety of communication tools and learning approaches.
6. Demonstrated oral and written communication skills, including effectiveness in negotiation, liaison and consultation. Strong interpersonal skills and the ability to build productive working relationships across a range of levels and cultures to achieve successful outcomes.
7. Demonstrated knowledge and understanding of academic learning standards in Higher Education, particularly in the fields of academic writing, adult learning styles and study skills techniques for a diverse range of students, including those with disabilities.
8. Demonstrated ability to develop, review and implement policies, procedures and governance processes in the area of student learning support.
9. Demonstrated experience in leading, managing and supporting staff to achieve strategic and operational objectives.