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| **Position Description** |

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| **Director, Bendigo Tech School** |
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| **Position No:** | 50141773 |
| **Business Unit:** | Pro Vice Chancellor – Regional  |
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| **Division:** | Bendigo Tech School  |
| **Department:****Classification Level:** | Head of Campus, BendigoESMC1 |
| **Employment Type:** | Full-time, Fixed term |
| **Campus Location:** | Bendigo Tech School, Bendigo Campus, La Trobe University |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

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

**Position Context/Purpose**

Bendigo Tech School is part of a network of 10 (and soon to be 16) Tech Schools across Victoria, which aim to prepare students for the jobs of the future, equip them with the skills to thrive in a digital world, and inspire them to create a better future for themselves and their communities. Tech Schools are hosted on the campuses of higher education institutions or TAFEs, and are funded by the Victorian Department of Education.

The Tech School Director leads these high-tech science, technology, engineering, and mathematics (STEM) centres, providing strategic and operational leadership to deliver cutting-edge educational excellence and innovation to students. The role involves engaging, influencing and embedding the Tech School within the local community, and fostering partnerships with schools and other key stakeholders across the education sector, industry (e.g. the renewable energy sector and clean energy economy, as well as small, medium and large businesses, not-for-profits and entrepreneur/start-ups) and government.

The Director is responsible for the day-to-day operation and management of the Tech School, which is based on La Trobe University’s Campus in Flora Hill, Bendigo and manages, business, human resources, governance, compliance, curriculum and reporting. The Director collaborates and consults with the Department of Education, La Trobe University Senior Executive, La Trobe’s School of Education and the Tech School Steering Committee to ensure the ongoing success of the Tech School.

The Bendigo Tech School’s key objectives are:

• A strong innovative culture that excites and engages students and teachers through exposure to cutting edge instructional practice and high end technology to extend students’ horizons and engagement with the world of work.

• Strong partnerships with the 16 Bendigo and regional partner schools.

• Strong partnerships with business and industry that will guide employment innovation.

• Strong partnerships with University and TAFE that will connect contemporary research, subject expertise and post school opportunities for students.

• An environment that enables students, parents and teachers to understand the future of work, career and post school pathways.

• A learning environment that fosters creativity and innovation while building on the skills of students to problem solve collaboratively, building the social skills needed to thrive in post school productive employment.

• An innovative program that positively impacts on the learning opportunities of students in the partner schools.

The Director is responsible for managing the Tech School’s programs, in partnership with local schools, industry and community to ensure programs set students up for future success. The Director provides leadership to ensure programs utilise cutting-edge technology that workplaces use, promote discovery and innovation, and deliver advanced education and training opportunities for secondary school students in a rapidly changing global economy.

This position requires a proven leader with systems-thinking, a strong knowledge of the secondary or tertiary education sector, strategic acumen and experience leading a school or educational institution. The successful applicant will have excellent organisation, communication, and stakeholder management skills; a commitment to education and innovative learning; and a passion for STEM.

**Duties at this level will include:**

1. Lead the delivery of STEM education excellence to provide innovative student learning, engagement and experiences that maximise student opportunities.
2. Work in partnership with oversight committees (e.g. Tech School Steering Committee) to manage the establishment and day to day operations of the Tech School, providing operational, program and stakeholder relationship excellence, providing regular reports to relevant stakeholders.
3. Work with others to build an inclusive, student-focused culture that creates momentum, connections, mentoring and ambassadorial relationships in and beyond the Tech School communities.
4. Create and implement business plans, ensuring budget objectives and milestones are met and reported to the 3 key lead organisations: the Steering Committee, the Department of Education and La Trobe University.
5. Oversee the Tech School’s operations, including effectively managing and integrating resources, recruiting and training staff, overseeing program delivery, marketing, and alignment of operations with La Trobe University.
6. Drive innovative, Victorian Curriculum-aligned program creation, and monitor the quality of programs, provide specialist educational expertise and build connections with industry and other stakeholders to maximise student opportunities.
7. Ensure delivery of learning programs reflecting local industry as part of comprehensive, high quality education suite of offerings to be integrated into partner schools’ curricula.
8. Establish, maintain and further strengthen strategic relationships, alliances and partnerships with secondary schools, industry and a range of other key stakeholders.
9. Undertake continuous and evidence-informed improvement of practice through the evaluation of impact, with ongoing feedback from students, teachers and school leaders.
10. The collection and monitoring of stakeholder engagement and satisfaction levels should be done through a range of methods, with reports on performance delivered to the host and the Tech School Steering Committee.
11. Adhere to policies and procedures to ensure compliance with both La Trobe University and the Department of Education, and to promote efficiency and sustainability.
12. Appropriately involve staff, teachers, students and the community in the development, implementation and review of Tech School policies, programs and operations.
13. Comply with regulatory and legislative requirements, and relevant La Trobe University and Department of Education policies and procedures.
14. Demonstrate commitment to La Trobe University’s values and behaviours.
15. Actively participate in the performance planning and review process.
16. Other duties as required.

**Skills and knowledge required for the position**

Required qualifications

* Undergraduate degree level qualifications or higher in Education or relevant management experience (e.g. in the technology or renewable energy sectors) at a senior level.

Desirable qualifications

* Undergraduate degree level qualifications or higher in STEM.

The Bendigo Tech school is hosted at La Trobe University Flora Hill Campus

1. Together with the Tech School Committee, the Director will provide strategic direction for the Tech School and will be responsible for delivering to this strategic vision
2. The Director, supported and guided by the Tech School Committee, will be responsible for delivering the key objectives of the Tech School and through the Tech School’s programs, effectively manage and integrate resources, recruiting and training staff, overseeing program delivery and representing the Tech School to the wider Bendigo community. They will also be responsible to lead and collaborate in research to inform ongoing development of the Tech School.
3. As Director of the Tech School, and a representative of the University, establish, maintain and further strengthen strategic relationships, alliances and partnerships with secondary schools, industry and a range of other key stakeholders.
4. The Director will be responsible for the day to day operations of the Tech School including staff recruitment and ongoing management of a team 6-8 people. This includes responsibility for setting and reviewing longer term performance criteria and objectives for these staff. The Director is expected to lead, manage and motivate administrative and professional staff developing and raising their performance.
5. The Director will work with the La Trobe University Schools to develop relationships, and facilitate tertiary student involvement in the Tech School to enhance educational offerings.
6. The Director will be responsible for continuing to develop relationships and engage with the Tech School stakeholders to ensure the Bendigo Tech School is a cutting edge tech facility for the Bendigo community and the region, delivering real educational benefits.
7. Ensure the delivery of a comprehensive, high quality education program which is integrated into partner schools’ curricula and reflects the five key industry focus areas of the Tech School;

o Medical Technology and pharmaceuticals

o Transport & Logistics, defence and construction

o New Energy and technology

o Food and Fibre

o Professional Services

1. Development and implementation of the Tech School strategic and business plans, along with monitoring these plans to ensure key milestones are met.
2. The Director will be responsible for the on-going State Government reporting requirements of the Tech School operations
3. Contribute to, and comply with, all La Trobe University policies and procedures, and legislative requirements, including: Staff Code of Conduct; Customer Service Standards; Quality Management; Equal Opportunity; Occupational Health and Safety; Victorian Information Privacy Act; and contribute to the identification, reporting and control of risks within areas of responsibility and organisation wide.
4. Other duties applicable to the role as required.

**Capabilities required to be successful in the position**

1. Demonstrated education leadership capability and experience to support a team to deliver positive student outcomes.
2. A knowledge of STEM education including a strong understanding of current developments and contemporary pedagogies in education delivery and program development.
3. Experience working with industry, advisory committees and governance structures to achieve strategic and operational objectives, with appropriate levels of consultation and engagement with key stakeholders.
4. Strong interpersonal skills including the ability to communicate effectively, negotiate outcomes, resolve conflict and motivate key stakeholders.
5. Demonstrated ability to build effective relationships and partnerships with secondary schools, post-secondary educational providers, industry and external stakeholders to maximise opportunities.
6. Strong financial management capability, including managing budgets and interpreting financial and business information.
7. Demonstrated capability managing operations to ensure appropriate standards are maintained, compliance with relevant policies and procedures, resources are utilised effectively and efficiently, and a continuous improvement approach is achieved.
8. Evidence of entrepreneurial skills and business acumen, with ability to identify and develop viable new opportunities for the Tech School and its partners.
9. Demonstrated critical thinking, analytical and conceptual reasoning skills to make informed decisions, resolve operational issues and identify and develop innovative ideas.

**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.

**About Tech Schools**

Tech Schools provide hands-on and immersive STEM learning experiences to secondary school students, sparking their aspirations to pursue future pathways and careers in STEM. Students remain enrolled in their local school but attend the Tech School for single or multi-day programs linked to the curriculum at their home school.

Tech Schools use the latest technology to deliver immersive, practical and future career-linked education that Victorian school students need to succeed in a rapidly changing global economy.

At Tech Schools, experts guide students and teachers in the use of ‘design thinking’ processes to solve real-world problems. They combine this with technology such as artificial intelligence, ‘smart agriculture’ equipment, robotics, virtual and augmented reality, nanotechnology, motion capture suits and clean energy technologies in a dynamic and energising environment that empowers students to develop solutions and create the futures they want.

**Other 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.

**Position Flexibility**

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

**La Trobe’s Cultural Qualities:**



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