

Position Description



Position title:	Director, Strategy and Office of the Vice-Chancellor
School/Directorate/VCO:	Office of the Vice-Chancellor
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	An attractive remuneration package will be offered
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Further information from:	Megan Tucker, Director, Strategy and Office of the Vice-Chancellor Telephone: (03) 5327 9014 Email: m.tucker@federation.edu.au
Recruitment number:	851750

Position summary

The Director, Strategy and Office of the Vice-Chancellor (the Director) is an influential and multifaceted role, serving as a primary liaison between the Vice-Chancellor and President and the various leadership members.

Additionally, the Director will lead and coordinate strategy, planning and performance reporting, high-priority projects and initiatives, in addition to managing issues and requests on the Vice-Chancellor's behalf. The Director will coordinate communications and prepare high level correspondence, including report writing, drafting applications, creating presentations, in addition to liaising with a variety of internal and external customers.

The Director provides oversight and co-ordination of stakeholder relations in addition to leading and managing the administrative, operational, and financial budget of the Office of the Vice-Chancellor (VCO) ensuring high level support for the Vice-Chancellor that is seamless, including optimum delivery of all Executive Assistant (EA) support activities so that the Executive leadership team can fulfil their primary responsibilities.

The Director will be an effective problem solver and negotiator, tactful communicator, and adept at working in a complex environment. The Director will possess the ability to work independently and make sound strategic business decisions, balanced with being a trusted advisor to the Vice-Chancellor, the University and relevant external stakeholders.

Portfolio

The Vice-Chancellor's Office (VCO) provides support to the Vice-Chancellor and other senior staff in their key leadership roles in the University. The VCO is responsible to the University Council for the University strategy, planning, and performance reporting; academic and administrative affairs and for maintaining, reviewing and promoting the effectiveness, efficiency and good order of the University.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Report to the Vice-Chancellor and President on matters pertaining to the management and operations of the University with respect to strategy, planning and performance reporting.
2. Lead the provision of innovative and best practice solutions to existing problems and business challenges across all Portfolios of the University while taking the complexity of the operating environment into consideration. The position will also be required to make independent decisions ensuring that the advice and expertise provided to the University is accurate and takes the strategic requirements of the University into consideration.
3. Maintain a comprehensive knowledge of the University, its organisational structures, academic and administrative portfolios, and the strategic goals and objectives that underpin the operations of these groups.
4. Executive leadership for the Chancellor and Vice-Chancellor of strategy, planning and performance reporting including advising on the development of key performance indicators and regular reporting and review against progress.
5. Executive leadership of the development, alignment, monitoring and review of the University strategy, portfolio strategies and oversight of the planning and performance.
6. Lead and project manage high-priority Executive-centric projects, events and initiatives including liaising with various stakeholders to maintain project integrity, timeliness and quality in addition to managing issues and requests on the Vice-Chancellor's behalf.
7. Leadership and management of the Office of the Vice-Chancellor (VCO), ensuring the smooth running of the VCO, efficiently keeping the Vice-Chancellor informed of all relevant issues and maintaining confidentiality.
8. Undertake a significant role in the review and resolution of all external and internal communications to the VCO ensuring that matters are progressed in accordance with relevant University policies, practices, protocols, and the expectations of the Vice-Chancellor.
9. Manage the provision of executive support to committees and working groups as required, including the preparation of agenda papers, minutes, correspondence and undertaking any follow up action after meetings, including monitoring agreed actions on behalf of the Vice-Chancellor.
10. Manage the communication, support, and organizational aspects of external relationships relevant to the Vice-Chancellor.

11. Manage and lead the Executive Assistant (EA) staff and strategic planning, building and maintain a high performing, collaborative, collegial team environment conducive to a fast pace and changing University environment.
12. Implement and monitor workflow policies and processes to achieve required goal/s, objective/s and performance measures.
13. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
14. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - 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 Director is responsible for leading the development, alignment, monitoring and review of the University strategy, portfolio strategies and oversight of planning and performance reporting with the Council,

Vice-Chancellor and the Vice-Chancellor's Senior Team (VCST) and senior leaders across the University, supported by Business Intelligence and other capabilities from across the University.

The Director will operate with a high degree of autonomy and exercise judgement and decision-making in relation to external and internal commitments and requests of the Vice-Chancellor, often in the absence of the Vice-Chancellor.

The Director will be required to establish and maintain external networks, and as appropriate, participate in meetings, conferences, working groups and alike.

This position will report to the Vice-Chancellor and President.

This position will also hold key relationships with Legal, Governance and Risk, Corporate Communications and Government Relations, DVC Academic, TAFE, members of the Vice Chancellor's Senior Team, Institutes, Centers, and Directorates.

Position and Organisational relationships

The Director will serve as a member of the University's senior executive team. This position will also be required to represent the Vice-Chancellor and the University and will be required to serve on relevant external and internal Committees.

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:

Training and qualifications

1. Completion of:
 - Postgraduate qualifications and extensive relevant experience; or
 - an equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

2. Demonstrated leadership within a large public or private sector organisation, with a focus on strategy, planning, performance, and accountability.
3. Experience in effective leadership, planning, organization, project and operations management, with meticulous attention to detail, and astute workflow and workload management using strong data and analytical skills.

4. Demonstrated understanding of broader issues and trends specifically those pertaining to the Higher Education Sector and this position.
5. Demonstrated leadership, planning and organizational skills in the management of high-quality administrative support service.
6. Demonstrated conceptual, analytical and research skills, including a demonstrated ability to provide clear and accurate advice.
7. Demonstrated highly developed interpersonal and cross-cultural skills, including acumen, discretion, sound judgement and the ability to maintain confidentiality at the highest level.
8. Demonstrated value-driven interpersonal and communication skills, including a demonstrated ability to consult with, negotiate and influence a wide range of key stakeholders.
9. Demonstrated ability to work to tight timeframes and conduct a number of different and complex matters simultaneously.
10. Demonstrated alignment with the University's commitment to child safety.

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.