

## Position Description

### Senior Engagement Coordinator - Bendigo

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<b>Position No:</b>	50141639
<b>Business Unit:</b>	Head of Campus Office
<b>Division:</b>	Regional
<b>Department:</b>	Office of the Pro Vice-Chancellor (Regional)
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	Full time, Ongoing
<b>Campus Location:</b>	Bendigo
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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#### For position enquiries only contact:

Dr. Julie Rudner  
Campus Director, Bendigo  
**Email:** [j.rudner@latrobe.edu.au](mailto:j.rudner@latrobe.edu.au)

## **Position Context/Purpose**

La Trobe University's regional presence ensures more Victorians have the opportunity to participate in higher education and provides us with the opportunity to form genuine and relevant partnerships with regional business and community organisations. Regional Campus Offices play a key engagement role with both internal and external stakeholders.

The University enjoys close relationships with businesses, festivals, galleries, events, sporting teams, education providers, community organizations and local government. Such partnerships enrich opportunities for our students, academics, staff and the communities in which we are located; differentiating La Trobe and maximising the benefits we obtain from our regional locations.

Reporting to the Head of Campus, the Senior Engagement Coordinator is responsible for cultivating and maintaining relationships with business and community organisations to develop and secure opportunities for La Trobe students and staff. Representing the University in the community is an equally important part of the role.

### **Duties at this level:**

- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Provides consultancy advice to others. May be recognised within or outside a School/ Division/ Department or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.

### **Specific duties and accountabilities**

- Active engagement with internal and external stakeholders to develop and secure opportunities for La Trobe students and academics including, but not limited to, Work Integrated Learning (WIL), internships, research, commercialization and consulting.
- Promotes Bendigo campus to local and community organisations for events/activities that support community engagement. Delivery of these events through planning, stakeholder management, promotion, risk management and on the day organization.
- Active liaison and collaboration with relevant teams in the University to ensure a cohesive, planned approach to engagement
- Promotes Bendigo campus more broadly, through sharing positive, engaging content via traditional and online media platforms.
- Develops, promotes and assists in the management of Regional Connect for students attached to Bendigo campus (in collaboration with the Campus Operations Coordinator).
- Actively collaborates with Bendigo campus staff/teams to provide coordinated and consistent community engagement activity.
- Actively participates in and contributes to La Trobe's regional community engagement team and works on projects which cross all regional campuses as required.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated ability to communicate appropriately using online and traditional media.

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

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.
- Flexibility and the ability to work effectively in an uncertain and changing environment.

## **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.

## **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**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. 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.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

## La Trobe's Cultural Qualities:



### **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 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 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*

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Initials:                      Date: