

## Position Description



Position title:	Executive Director, Chancellery
School/Section/VCO:	Office of the Vice-Chancellor and President
Campus:	Mt Helen Campus. Travel to other campuses will be required.
Time fraction:	Full-time
Employment mode:	Fixed-term appointment (five years)
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Deborah Walker, Director, Human Resources Telephone: (03) 5327 9718 Email: <a href="mailto:director.hr@federation.edu.au">director.hr@federation.edu.au</a>
Recruitment number:	849235

### Background

The Vice-Chancellor and President is the chief executive officer of the University and leads the development of University strategy, as well as the pursuit of its strategic goals and major new initiatives with the University community and its stakeholders. The Vice-Chancellor is also responsible for: the generation of revenue; management of people, assets and finances; and representing the University (nationally and internationally) to governments, partner providers, the Regional Universities Network (RUN), potential and past students, funding bodies and the wider community.

The Chancellery supports the Vice-Chancellor and President to discharge her duties.

### Position summary

The Executive Director, Chancellery will have oversight of and management responsibilities for the efficient and effective coordination of all day-to-day operations, functions and activities of the Vice-Chancellor's portfolio, optimising use of available resources.

The Executive Director ensures that the University's strategic and planning processes are managed in a timely fashion and that the Vice-Chancellor is provided with authoritative, high quality advice on a broad range of issues. This includes overseeing the development of reports and briefings for consideration by the Vice-Chancellor.

The Executive Director will build strong professional networks with a wide range academic and administrative colleagues and undertake a broad range of tasks that require effective liaison across the University and with external stakeholders.

The Executive Director requires excellent interpersonal skills, independent judgment, discretion, diplomacy, organisational skills and flexibility. The incumbent will be required to maintain the highest professional standards and inspire confidence.

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## Executive Director, Chancellery

### Key responsibilities

1. Oversee and manage the efficient and effective coordination of all functions, activities and day-to-day operations of the Vice-Chancellor's office, including staffing, budget and ensuring compliance with relevant legislation and University policies and procedures.
2. Direct a broad range of cross-portfolio strategic initiatives, activities and projects including their design, development, coordination, implementation and evaluation.
3. Contribute to advancing the strategic goals of the University with all levels of government, identifying relevant partnership and funding opportunities.
4. Participate in key meetings and prepare associated papers/correspondence, undertaking the necessary follow-up and resolution of matters on behalf of the Vice-Chancellor.
5. Act as Executive Officer to the senior leadership team including preparation of agenda papers and coordination of actions arising out of decisions from this team.
6. Prepare briefing notes and submissions on higher education and other policy matters for the Vice-Chancellor.
7. Work closely with the secretary to council, the Chancellor and members of council on keys matters and agenda items pertaining to council business.
8. Provide leadership in the identification and communication of risks which may affect the achievement of the University's business objectives, ensuring that risk management strategies and operations are working effectively across the University.
9. Work with the Director, Corporate Communications and Public Relations to ensure that special events involving the Chancellor and the Vice-Chancellor, including government, diplomatic and VIP visits, are professionally organised and executed.
10. Resolve a diverse range of complex issues as arising or delegated by the Vice-Chancellor, working closely with schools, directorates and the wider University community.
11. Represent the Vice-Chancellor in selected interactions with schools, staff, students, alumni, and the Council as required.
12. Maintain a culture of teamwork in the Chancellery and provide effective leadership, communication, mentoring and professional development (including performance review), transparency and openness.
13. Operate with considerable autonomy, exercising a high level of responsibility for the oversight of functional areas of the Chancellery, ensuring recommendations, advice and guidance lead to continuous improvement.
14. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
15. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes 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.

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### 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. Postgraduate qualifications and extensive experience in a senior management/leadership role in a multi-disciplinary service delivery environment, preferably in the higher education sector.
2. Demonstrated leadership, organisational, business and managerial skills, including experience in managing a diverse team undertaking multiple projects and activities requiring a high level of discretion and confidentiality.
3. Demonstrated ability to perform high level strategic planning, program and managerial functions, including budget and project management, and development of best practice policies and processes.
4. Advanced communication skills, particularly the ability to professionally articulate concepts and present complex analysis with clarity.
5. A strong customer focus with demonstrated facilitation, interpersonal, negotiation and networking skills, and the ability to establish and maintain effective partnerships with a wide range of internal and external stakeholders.
6. Understanding of strategic corporate communications and external relations.
7. Proven ability to exercise sound judgement, act autonomously and develop and implement new ideas.
8. 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.*