

## Position Description

### Academic Director, La Trobe Educational Leadership Academy

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	Deputy Vice Chancellor Academic
<b>Division:</b>	Pro Vice Chancellor – Learning and Teaching
<b>Department:</b>	La Trobe Academy
<b>Classification Level:</b>	ESMC 1
<b>Employment Type:</b>	Fixed Term 3 years
<b>Campus Location:</b>	Independent
<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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## **Position Context/Purpose**

The La Trobe Educational Leadership Academy is a central entity within the university, dedicated to enhancing academic excellence through innovative programs and professional development. The Academy plays a crucial role in advancing the university's strategic goals by fostering a culture of continuous improvement and academic leadership.

The Academic Director of La Trobe Academy is tasked with establishing and overseeing the Academy's functions and processes. This role provides strategic and academic leadership, ensuring the effective delivery of key programs and initiatives. The Academic Director will conceptualise, plan, and implement innovative programs, while building and maintaining relationships to gather insights that will shape the Academy's direction.

### **Duties at this level will include:**

- Understand, investigate and support alignment of professional development and teaching recognition activities with the University's strategic priorities and objectives to address both current and likely future requirements for the University.
- Lead the design, development, and implementation of educational leadership programs to enhance teaching excellence and pedagogical innovation.
- Investigate and provide expert advice on program challenges, establishing and leading initiatives and the strategic development of resolutions.
- Foster collaboration and engagement with the University community, encouraging participation in professional development opportunities and initiatives.
- Develop strategies to measure the impact and effectiveness of the initiatives on teaching and learning outcomes.
- Encourage, support and contribute to a culture of scholarship and evidence-based practices within the organisation through the La Trobe Academy.
- Monitors the external higher education environment to inform the continued development and currency of programs, systems and processes within the La Trobe Academy.
- Build and maintain effective relationships with internal and external stakeholders, including academic departments, professional work units and external organisations.
- Provide mentorship and support to secure research funding or external grants for teaching and learning focused projects.
- Provide detailed briefings and reports to the PVC Learning and Teaching, DVC Academic, Senior Executive Group and Academic Board as required.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.

### **Specific duties for this position**

- Provide strategic leadership in the ongoing design, development and coordination of the La Trobe Academy.
- In partnership with the Office of the Provost and schools, develop innovative professional development and teaching recognition programs that engage academic staff and support improved learning and teaching outcomes across the university.
- Develop and lead La Trobe's Advance Higher Education (AHE) Fellowship program and associated activities.
- Develop and coordinate university level communications and processes to raise the awareness of programs offered through the La Trobe Academy and increase academic staff participation.
- Develop mechanisms for reporting La Trobe Academy activities across the institution and provide regular reports on those activities as part of the University strategic reporting process.

## **Essential Criteria**

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

- A Doctoral qualification with relevant experience and scholarly achievement in the field of higher education
- Ability to direct, lead and control the work of others.
- Extensive knowledge and skills of the Australian University sector.
- Highly developed communication skills with an ability to lead and motivate others, to resolve conflicts and to confer with peers in other higher education organisations, to determine best practice approaches in program/service delivery.
- Ability to demonstrate drive and integrity through a strong commitment to actions and taking responsibility for role modelling the professional behaviours important to the University.
- Ability to support shared purpose, think strategically and harness information and opportunities to reinforce the vision for the future of the University.
- Demonstrated ability to build and apply expertise through developing and pursuing challenging goals and directing resources to deliver successful outcomes, particularly in a changed and uncertain environment.
- Demonstrated ability to build and sustain collaborative relationships across the University, develop partnerships with diverse groups and individuals and actively guide the development of others.
- Demonstrated ability to engage effectively and persuasively with senior colleagues through a superior ability to interact collegiately and negotiate effectively with a wide range of University stakeholders.
- Proven experience and success in managing staff performance and development.

### **Specific skills and knowledge required for this position**

- A HEA Fellowship at Senior Fellow or above.
- Demonstrated knowledge and experience leading academic professional development programs.
- Demonstrated knowledge and experience leading professional recognition programs.
- Demonstrated ability to drive innovation in the design and development of modelised learning, showcasing a track record of creating engaging and impactful learning experiences that align with organisational needs and emerging trends.
- Proven track record of engagement with industry to develop and deliver course wide programs to enhance the student experience and graduate outcomes including the ability to secure funding to support learning and teaching projects.
- Proven track record in establishing accredited programs that meet rigorous professional development standards
- Strong understanding of strategic planning and operations management.
- Excellent communication, interpersonal, and relationship-building skills.
- Strong analytical and problem-solving skills.
- Strong leadership skills and ability to motivate and inspire others.
- Demonstrated ability to work collaboratively with diverse stakeholders to achieve common goals.
- Experience working in a fast-paced, dynamic environment.

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

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and accurately reading and responding to organisational, political and social dynamics.
- Ability to collaborate effectively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.

- Demonstrated creative, critical and systems thinking – looking to the future, questioning the status quo, generating ideas and making recommendations to solve organisational problems to support the University’s strategic and cultural priorities.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.

### **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**

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:**

## WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

## WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

## WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

## WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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Initials:            Date: