

Position Description

Manager, Applications – Learning & Teaching

Position No:	New
Business Unit:	Chief Operating Officer (COO)
Division:	Information Services (IS)
Department:	Enterprise Services
Classification Level:	HEO9
Employment Type:	Full-Time, Continuing
Campus Location:	Melbourne (Bundoora)
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

The Manager, Applications – Learning & Teaching (L&T) is a critical role within La Trobe University's Information Services, reporting to the Associate Director, Business Applications within the Enterprise Services function. This position is responsible for managing the suite of learning and teaching applications, ensuring they effectively support the University's educational objectives. The role includes leading a team of Functional Analysts to enhance and maintain these applications, aligning with the University's strategic plans and policies. The Application Lead plays a pivotal role in integrating and optimising L&T applications to deliver high-quality educational experiences.

Duties at this level will include:

Strategic Planning and Implementation:

- Develop and implement programs for learning and teaching applications, ensuring alignment with university policies and external requirements.
- Provide strategic support and advice to various university departments, integrating policies and achieving objectives within complex organisational structures.
- Propose and implement changes to work processes, policies, and procedures to improve service quality and effectiveness.

Knowledge Application and Expert Advice:

- Integrate substantial theoretical and professional knowledge to manage programs, develop policies, and evaluate initiatives.
- Apply broad and deep knowledge to provide expert advice, guidance, and specialist resources to address significant problems or multi-disciplinary issues.
- Provide intellectual standing outside the university through expert professional or consultancy advice.

Resource Management and Budget Oversight:

- Manage administrative, technical, and professional staff, allocating responsibilities, reviewing performance, and overseeing program procedures and priorities.
- Oversee projects, ensuring they are managed and delivered to specification, time, and budget.
- Utilise and manage allocated budgets/resources, controlling expenditure to achieve targets/objectives within budget constraints.

Stakeholder Engagement and Negotiation:

- Provide advice to higher-level staff on program objectives, organisational structures, and budget expenditure.
- Negotiate solutions among various interests, accommodating contributors with different areas of expertise.
- Evaluate service provision and external market feedback to propose innovative solutions that enhance service quality, efficiency, and continuity.

Staff Development and Performance Management:

- Develop and enable staff capabilities through continuous performance monitoring, mentoring, and providing constructive feedback and support for high-quality contributions.
- Encourage other professionals to achieve university objectives while providing strategic support and advice to schools, divisions, and departments.

Essential Criteria

Skills and knowledge required for the position

- Extensive experience in managing learning and teaching applications.
- Proficiency in system analysis, requirements gathering, and project management.
- Strong understanding of system integration, data management, and reporting tools.
- Experience in leading and managing technical teams.
- Excellent analytical and problem-solving abilities.
- Strong communication and collaboration skills.
- Ability to manage multiple projects and meet deadlines.
- Experience in providing training and support to system users.
- Understanding of higher education sector and its specific requirements for learning and teaching applications.
- A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.

Capabilities required to be successful in the position

- Strong strategic planning and implementation skills.
- Excellent knowledge application and ability to provide expert advice.
- Effective resource management and budget oversight capabilities.
- Strong stakeholder engagement and negotiation skills.
- Proven ability in staff development and performance management.
- High level of initiative and ability to work independently.

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.

For Human Resource Use Only

Initials:

Date: