

|  |
| --- |
| **Position Description** |

|  |  |
| --- | --- |
| **Senior Manager, Strategy and Planning** | |
|  |  |
| **Position No:** | 50148295 |
| **Business Unit:** | Office of the Provost |
|  |  |
| **Division:** | Executive Director, Operations |
| **Department:**  **Classification Level:** | Strategy and Planning  HEO10 |
| **Employment Type:** | Full-Time, Continuing |
| **Campus Location:** | 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**

The primary responsibility of this position is to lead a team of motivated, thoughtful and innovative specialists and manage the governance, planning, engagement and communication activities, ensuring expertise from a range of areas to improve decision making, assist with planning and to track success.

Based in the Office of the Provost (OPV) and working under the direction of the Executive Director, Operations and Provost, the Senior Manager, Strategy and Planning is a key member of the provost leadership team. This position will lead the strategy and planning activities within the Office and Schools and provide oversight and support to Schools in their planning and reporting requirements, significant programs to achieve key performance indicators.

The Senior Manager is required to develop effective working relationships with diverse partners and influence outcomes, using highly developed communication and interpersonal skills. Responsible for strategic planning activities within the Office of the Provost, the Senior Manager takes the lead in collaborating with academic leaders to implement planning processes across the division, including load planning, business planning, academic workload planning and review and monitor the performance of the course and subject portfolio.

The role also oversees the governance processes for selected academic staff policies including academic promotions, probation and outside studies programs. The engagement services for supporting the schools in the development of website and website content to align with their strategic plans also sits within the Strategy and Planning portfolio. The position also provides oversight of the work in and out of the executive office within the Office of the Provost.

The Strategy and Planning team offers a range of services to support the organisation. They manage executive operations, including workflow, executive support, and strategic projects, as well as financial services. The team oversee governance frameworks within the Provost Division, support planning and performance reviews, and manage academic workload planning processes. The team is also responsible for engagement strategies, website development and management, and social media support for Schools. These services ensure the organisation operates smoothly and effectively, aligning with its strategic goals.

The Office of the Provost is responsible for providing academic leadership to the schools.

It ensures that Schools have strategic and operational plans in place to achieve their objectives, holds them accountable for delivering on those plans and on their budgets, and supports them to do so through the strategic support and other professional services located in that Office.

The Office of the Provost employs a targeted approach to achieve the University’s strategic objectives including:

* focused course management, allowing for the achievement of outcomes associated with revenue, the student experience and graduate employability
* academic workforce development through academic workforce planning, performance development and strategic management of the academic workforce
* operational leadership in the management of professional services including:
  + Strategy, Planning and Executive Services
  + Facilities and Technical Services
  + Placement and Work Based Learning Operations
  + Widening Participation, Schools Outreach and Enabling Programs
  + School Professional Services.

**Duties at this level will include:**

* Perform complex, significant and high-level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge of related programs.
* Bring a multi-perspective understanding to the development, carriage, marketing and implementation of new policies; devise new ways of adapting the organisation's strategies to new, including externally generated, demands.
* Lead development of strategies and plans, which supports and takes forward University strategy.
* Be responsible for the achievement of significant organisational objectives and programs.
* Performs tasks requiring the conceptualisation, development, review and accountability for the operation of major professional, management or administrative policies at the corporate level.
* Review performance & services in the area of responsibility and compare it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University’s operations.
* Manage planning and reporting requirements in liaison with the Provost and School leadership; provide advice that affects the overall direction and development of programs and brief senior staff on integrating planning and performance frameworks into practice.
* Undertake objective, critical analysis and distil core issues. Present logical arguments and draw accurate conclusions. Anticipate and seek to minimise risks. Explore possibilities and creative alternatives.

**Essential Criteria**

**Skills and knowledge required for the position**

* Experience and expertise in the management of significant human and material resources, or postgraduate qualifications and extensive relevant experience, or experience and expertise in the provision of strategic policy advice affecting the direction of the University, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Demonstrated high level of theoretical and applied knowledge in professional area of expertise.
* Demonstrated ability to take responsibility for achievement of objectives and programs affecting a significant organisational area at Faculty level or equivalent.
* Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation and facilitation of group discussions.
* Proven ability to deal with concepts, decisions and complex information or situations in an efficient and effective manner. Capable, agile, flexible and patient with process, and the ideas of others.
* Proven record of developing innovative solutions and practical implementations for strategic change.
* Strong leadership skills including the ability to negotiate, motivate, influence and build relationships.
* Demonstrated experience in planning and performance frameworks and application of these in complex organisations.

**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 evaluating the way own behaviour impacts team culture and performance.
* Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.
* 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.
* Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.

**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:**



For Human Resource Use Only

Initials: Date: