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| **Position Description** |

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| **Deputy Director, Digital Education** | |
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| **Position No:** | new |
| **Department:** | La Trobe Learning and Teaching |
| **School:** | Office of Deputy Vice-Chancellor (Academic) |
| **Campus/Location:** | Can be located at any of our campus locations |
| **Classification:** | ESMC1 |
| **Employment Type:** | Fixed Term Contract |
| **Position Supervisor:**  **Number:** | Pro Vice-Chancellor Learning Quality and Innovation  50142716 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

**Further information about:**

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

 La Trobe Learning and Teaching – <https://www.latrobe.edu.au/ltlt>

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| **Position Description** |

**Deputy Director, Digital Education**

**Position Context**

The portfolio of the Deputy Vice Chancellor (Academic) is responsible for enhancing the quality of teaching, learning, the student experience, internationalisation, indigenous education and employability outcomes. La Trobe Learning and Teaching (LTLT) is situated within the portfolio and works in partnership with La Trobe’s Divisions, Colleges and Schools to enhance learning and teaching.

Led by the Pro Vice-Chancellor Learning, Quality and Innovation (PVC LQI), LTLT provides expertise to support and assist La Trobe University staff in promoting effective, high quality student learning and academic success. LTLT supports professional learning for both academic and professional staff, provides curriculum services, supports digital learning and learning innovation, and provides expert advice on learning and teaching performance.

LTLT is entering a period of renewal to ensure its expertise aligns with the goals of the University’s Learning and Teaching Plan 2018-2022.

The position of Deputy Director, Digital Education, reports to the Pro Vice-Chancellor LQI. The Deputy Director will be responsible for the implementation of the University’s strategic direction in digital education. This position will lead a team dedicated to the growth of digital education and digital capability. The primary responsibilities of the team are to further enhance digital education design and development at La Trobe and oversee support for digital technologies used in learning and teaching.

**KEY AREAS OF ACCOUNTABILITIES may include:**

**Judgement & Problem Solving**

* Drives performance and quality across the team to consistently achieve objectives and strives for continuous improvement in learning and teaching.
* Investigates major issues and stimulates the development of strategies to resolve problems affecting Colleges and Schools, and operates within the constraints of University objectives and professional standards.
* Contributes to the strategic direction for digital education, and creates a shared sense of purpose by demonstrating how elements of the strategy fit together and contribute to the University’s Strategic Plan 2018-2022.
* Develops plans for digital learning and teaching quality enhancement that address both current and likely future requirements for the organisation.
* Understands the organisation's objectives and aligns operational activities accordingly. Considers the ramifications of issues and longer-term impact of own work and work area.
* Undertakes objective, critical analysis of the available data in teaching performance and distils the core issues. Presents logical arguments and draws accurate conclusions. Anticipates and seeks to minimise risks. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and creative alternatives.
* Focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner.
* Scans the internal and external environment for new trends and recent developments that are likely to affect learning and teaching, and professional learning.
* Maintains focus on quality to achieve key outcomes; adheres to documentation procedures and sees tasks through to completion.
* Ensures high quality service delivery by championing continuous improvement strategies, aligning operations with leading practice, maintains a strong focus on quality control and promotes a proactive approach to all client issues.
* Ensures a safe and healthy workplace, environment and community by modelling and promoting practices in accordance with LTU Sustainability frameworks, OH&S policy/procedures and relevant legislation.

**Level of Supervision and Independence**

* Sets high standards of team performance, and effectively manages time and resourcing restraints.
* Leads and motivates others to resolve conflicts, and confers with peers in other higher education organisations, to determine best practice approaches in program/service delivery.
* Responds flexibly to changing demands. Builds teams with complementary skills and allocates resources in a manner that delivers results.
* Fosters teamwork and rewards cooperative and collaborative behaviour and works collaboratively across the teams in the portfolio. Resolves conflict using appropriate strategies.
* Recognises the positive benefits that can be gained from diversity and encourages exploration of diverse views. Harnesses understanding of differences to anticipate reactions and enhance interactions. Recognises different working styles of individuals, and tries to see things from varied perspectives.
* Encourages and motivates people to engage in continuous learning, and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Delivers constructive feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly.
* Takes personal responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.
* Evaluates ongoing project performance and identifies critical success factors. Instigates continuous improvement activities. Responds flexibly to changing demands. Builds teams with complementary skills and allocates resources in a manner that delivers results.
* Recognises the differing and preferred working styles of individuals and factors this into the management of people and tasks.
* Provides clear, constructive and timely feedback (both positive and negative) in a manner that encourages learning and achieves any required resolution.

**Organisational Relationships and Impact**

* Exercise collaborative leadership across the different portfolios within LTLT.
* May act as Chair of committees.
* Provides advice that is considered critical and affects the overall direction, thrust and development of significant programs.
* Monitors the external higher education environment to inform the continued development and currency of programs, systems and processes.
* Provides outstanding professional service and support that is both efficient and timely, to meet the changing needs of staff and students, whilst complying with University guidelines and governance requirements.
* Shares appropriate information with staff and colleagues during times of change; helps others adapt to ensure a smooth transition.
* Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.
* Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.
* Confidently presents messages in a clear, concise and articulate manner. Translates information for others, focusing on key points and using appropriate, unambiguous language.
* Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.
* Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.
* Builds and sustains long-term relationships; liaises with a range of stakeholders including other teams, peers and colleagues across the University, and in other organisations.
* Brings a multi-perspective understanding to the development, carriage, marketing and implementation of new policies; devises new ways of adapting the organisation's strategies to new, including externally generated, demands.

**Key Selection Criteria:**

* A PhD or equivalent professional experience.
* Experience in, and expertise in relation to, digital education in the tertiary sector.
* Highly developed communication skills, with demonstrated ability to lead and motivate staff and to work collaboratively across teams and divisions.
* A sound understanding of the principles of customer service.
* Demonstrated understanding and commitment to principles and practices of privacy, integrity and equal opportunity and a willingness and capacity to implement required OHS policies and safe work practice.
* 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: Respect, Integrity, Accountability, Openness & Transparency, Responsiveness, Collegiality.
* Ability to support shared purpose, think strategically and harness information and opportunities to reinforce the vision for the future through identifying clear priorities and using wisdom, judgement and common-sense.
* Proven ability to manage staff and resources.

**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.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* 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 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* ***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.