Position Description

Manager, Governance and Reporting

Position No:	NEW
Business Unit:	Deputy Vice-Chancellor (Academic)
Division:	Academic Strategy & Operations
Department:	Governance and Reporting
Classification Level:	HEO8
Employment Type:	Full-time, Ongoing
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/Purpose

Reporting to the Associate Director, Strategy and Operations, the Manager, Governance and Reporting oversees the provision of support and advice in relation to governance, reporting and equity evaluation frameworks to the Deputy Vice-Chancellor Academic (DVCA) and Academic Portfolio which promotes achievement of the University's strategic objectives. The Manager is primarily responsible for the DVCA portfolio governance framework and associated programs of work. The Manager will play a key role in the design and implementation of a DVCA governance strategy, as well as supporting various committees and working groups and the preparation of strategic papers and initiatives as a part of the governance strategy. The Manager will work closely with the Academic Strategy and Operations team to oversee various activities, deliverables and milestones, actively collaborate with key stakeholders.

Duties at this level will include:

- Performs tasks requiring the integration of substantial theoretical (or policy) and professional knowledge to manage significant programs, or develop, review or evaluate significant policies, programs or initiatives.
- Adapts procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Identifies trends, strengths, weaknesses, opportunities and risks in specialist areas of responsibility that may have an impact on the University, to enable appropriate and timely action to be administered.
- Makes policy recommendations to others and implements programs involving major change which may impact on other areas of the institution's operations.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- 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.
- Manage and deliver strategic internal programs which may involve the analysis and assessment of complex issues, the development of project briefs and business cases and active implementation, monitoring and reporting against business case goals.
- In conjunction with DVCA leadership, develop and implement appropriate processes for governance and reporting, with a focus on transparency, equity, financial sustainability and alignment with university strategy.
- Provide expert support and advice on governance, reporting, and equity evaluation frameworks to the Deputy Vice-Chancellor Academic (DVCA) and the Academic Portfolio.
- Design and implement a comprehensive governance strategy for the DVCA portfolio.
- Support various committees and working groups related to the DVCA portfolio.
- Oversee staff managing data, reporting and evaluation frameworks for the DVCA portfolio. Ensure the accuracy, consistency, and timeliness of data and reporting outputs.
- Identify and implement opportunities for continuous improvement in governance, reporting, and equity evaluation processes.

Essential Criteria

Skills and knowledge required for the position

- 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.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one-off problems.
- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Demonstrated experience working with and influencing senior management.
- Experience developing innovative solutions and contributing to strategic planning.
- Highly developed knowledge of the higher education environment, including its internal and external drivers, challenges and performance indicators.
- Demonstrated knowledge and experience of successful, strategic-level project management in a complex higher education or public policy setting.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

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: