

Position Description

Coordinator, Foreign Engagement

Position No:	50149588
Business Unit:	Deputy Vice Chancellor (Future Growth)
Division:	Educational Partnerships
Classification Level:	HE06
Employment Type:	Full time, Fixed term
Campus Location:	Campus independent - Can be based at La Trobe University's Melbourne (Bundoora) or Victorian regional campuses
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

Future Growth leads the University's commitments to its markets and its communities and carries oversight of the University's strategic intent to connect both globally and locally to attract students and partners from across the world, and closer to home.

The Foreign Engagement Coordinator reports to the Foreign Arrangements Scheme Advisor. The role supports the delivery of the University-wide Foreign Engagement Framework to facilitate the development of a culture of positive security across the University through a combination of good governance, due diligence and training and education. It also ensures that our international collaborations comply with Australian law and protect the University from potential risks, including foreign interference, loss of intellectual property and damage to reputation.

The position also contributes to the development of project reports, presentations and coordinating meetings as required. The Coordinator, Foreign Engagement will work closely and collegially with divisions across the University to enable strategic and operational objectives and project deliverables are met.

Duties at this level will include:

- Work at this level may require the ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
- Performs tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and adapts those procedures and techniques as required to achieve objectives without impacting on other areas.
- Applies appropriate expertise and uses judgement to make decisions where solutions are not obvious, to deliver professional services to meet customer requirements.
- Identifies additional service requirements or service shortfalls and coordinates and/or designs the delivery of innovative solutions to maximise service quality, efficiency and continuity.
- Ensures professional and quality service standards are maintained and applied within own area of activity.
- Innovates within own function and takes responsibility for outcomes, including the development of section procedures and management strategies.
- Establish and maintain effective communication processes, build positive, functional working relationships with key internal and external stakeholders to ensure project deliverables are met.
- Remain up to date with legislation, policies, and regulations relevant to the role and work with internal stakeholders such as legal and risk, to ensure proper compliance and reporting where required.
- Support Foreign Arrangements Scheme Advisor to establish and maintain processes and procedures to ensure effective and efficient delivery of services.
- Implement systems and procedures to establish functional compliance across La Trobe University in relation to FAS and UFIT regulations and requirements.
- Develop communications and training materials including web resources for University staff to support raising awareness and education within the foreign engagement area. Support the development of project plans and assist with monitoring and tracking project deliverables and prepare communications to stakeholders to report on progress and outcomes.
- Other duties as required commensurate with the role

Essential Criteria

Skills and knowledge required for the position

- Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or

to the development of broad knowledge in an administrative field, or an equivalent alternate combination of relevant knowledge, training and/or experience. •

- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated experience managing the activities of self and/or others including coaching, motivation, and performance management.
- Demonstrated project coordination skills and experience, including the ability to manage multiple projects, and competing priorities.
- Demonstrated excellent written and verbal communication skills with a high degree of accuracy and attention to detail.
- Ability to develop, work collaboratively and maintain effective relationships with a diverse range of internal stakeholders to achieve project goals.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

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

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. 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.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



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 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 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

For Human Resource Use Only

Initials:

Date: