

## Position Description

### Academic Program Director

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	Education
<b>Division:</b>	Office of the Provost
<b>Department:</b>	
<b>Classification Level:</b>	Level C Teaching & Research
<b>Employment Type:</b>	Full-time Continuing
<b>Campus Location:</b>	La Trobe Sydney
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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## **Position Context/Purpose**

Officially opened in 2017, La Trobe Sydney Campus (LTUSC), is located in the centre of the city's business precinct. This state-of-the-art campus is close to part-time work and internship opportunities and is just minutes' walk away from major transport hubs, shopping centres, vibrant café districts and the city's world-renowned icons.

With just under 1000 students, LTUSC (managed by Navitas) offers a friendly and supportive community. Students originate from more than 30 countries and contribute to a rich, multicultural education experience. LTUSC offers foundation studies and diploma programs, and currently offers La Trobe University undergraduate and postgraduate degrees in the areas of accounting, business, management, and IT.

From Semester 2 2024, the School of Education will launch its domestic (CSP) focused Master of Teaching program at LTUSC, with a future launch planned for the Master of Education also. Reporting to the Associate Dean, Partnerships the Academic Program Director (APD) is a leadership role that will form part of the School's executive group. The APD is a strategic leadership position pivotal not only in ensuring the operational effectiveness of the LTUSC Education course portfolio but also in forging and nurturing strategic partnerships that enhance the School of Education's objectives.

The APD serves as an integral link between the School of Education and its strategic partners, facilitating engagement and collaborative initiatives. In this capacity, the APD ensures that partnerships are leveraged to support high-quality teaching, enrich student experiences, and align with the School's long-term strategic vision. The APD also provides an important link between the standard administrative duties of LTUSC with the La Trobe University policies and the Higher Education Standards Framework by continuously monitoring the quality and support of the delivery. Across the course lifecycle, the APD brings attention to issues in course and subject delivery, addresses student cohort issues, and undertakes good governance process through reporting in the Joint Management Committee (JMC).

Within the LTUSC teaching team, the APD fosters the supportive environment for high quality teaching and provides opportunities for members of teaching teams to contribute to the course organisation and management. In collaboration with the Head of Campus, Associate Dean (Partnerships), Associate Dean (Learning and Teaching) and Dean, the APD will drive continuous improvements in course design, delivery and support.

### **Duties at this level will include:**

The La Trobe APD is responsible for duties as outlined below and as stated in La Trobe's Academic Program Director Guidelines.

- Develop and maintain collaborative relationships with key internal, external and partner stakeholders.
- Liaise with LTUSC Head of Campus and Navitas staff to facilitate a collaborative partnership and delivery of services.
- Monitor responsibilities of the LTUSC and La Trobe in accordance with the agreement Responsibilities Matrix.
- Include course specific details in the Third Party Teaching Guide to align with the program agreement and ensure compliant program implementation.
- Attend to effective and efficient performance of allocated leadership and administrative functions primarily connected with the position.
- Undertake other duties commensurate with the classification and scope of the position as required by the Dean.

## Essential Criteria

### Skills and knowledge required for the position

- Completion of a PhD or equivalent accreditation and standing recognised by the University/profession as appropriate for the Education discipline area.
- A comprehensive knowledge and ability to evaluate Education-specific teaching methods and pedagogies.
- Demonstrated competence in leading teaching and curriculum development in Faculty/School of Education tertiary education programs.
- Demonstrated competence in leading academic teams in a School/Faculty of Education.
- Well-developed planning, organisational, analytical and problem-solving skills.
- A high level of understanding of how to evaluate compliance with university academic policies and procedures.
- High level communication skills, including the ability to interact effectively with people and committees.
- Demonstrated ability to work as a member of a team in a co-operative and collegial manner.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated capacity to provide leadership at course/program/research group or similar level.
- Strong record of research publication, with appropriate evidence of quality and impact.
- Demonstrated record of achievement as a leading practitioner with a reputation for skills, knowledge and expertise at a state/national level.
- Success in obtaining research funding from grants/contracts/consultancies.
- Excellent verbal and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds.
- Demonstrated effectiveness in liaising with external organisations/agencies and/or the general public.

### Capabilities required to be successful in the position

- 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.
- 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 cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a NSW 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.

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Initials:

Date: