

Position Description

Associate Pro Vice-Chancellor (Learning & Teaching) College of Arts, Social Sciences and Commerce

Position No:

Organisation Unit: Office of the Pro Vice-Chancellor

College: College of Arts, Social Sciences and Commerce

Campus/Location: Melbourne (Bundoora)

Classification: Level D or Level E

Employment Type: Fixed-term role, full-time

**Position Supervisor:
Number:** Pro Vice-Chancellor, College of Arts, Social Sciences and
Commerce

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

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

For enquiries only contact:

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Position Description

Associate Pro Vice-Chancellor (Learning and Teaching)

Position Context

The Associate Pro Vice-Chancellor (Learning and Teaching) (the APVC) is a senior leadership position within the College of Arts, Social Sciences and Commerce, responsible for creating an outstanding student experience. This encompasses high quality learning, contemporary approaches to curriculum design and student engagement, academic success and positive career outcomes for our students. They also contribute to ensuring that the College's portfolio of coursework programs is of the highest quality, sustainable and successful.

La Trobe's large, multi-disciplinary Colleges are the focal points for strategic planning in teaching and research and are responsible for the operational implementation of the University's strategic plan. The College of Arts, Social Sciences and Commerce consists of four Schools: La Trobe Law School, La Trobe Business School, the School of Education and the School of Humanities and Social Sciences.

Colleges are responsible for load planning and student recruitment targets, for the maintenance of a relevant and innovative course portfolio, and for their academic staff profile. Each College implements a business plan to support strategic and operational initiatives; identifies opportunities for collaboration; and establishes processes for benchmarking, identifying best practice and embedding quality assurance across its constituent Schools.

The APVC is accountable for achieving the University's Learning and Teaching objectives at the College level, ensuring that the strategic goals are reflected in College courses and student outcomes. This position is accountable for quality of the College's portfolio of courses.

The APVC works strategically and collaboratively with key stakeholders within the College, particularly Heads of School and Directors of Learning and Teaching. The role also collaborates closely with the central university portfolios responsible for university planning, policy and support in teaching, learning and the student experience. The APVC has a particular responsibility for innovative collaboration with colleagues in the College of Science, Health and Engineering, and in particular with their counterpart APVC.

The APVC is a central strategic leadership position in the College and University learning and teaching system. Reporting directly to the Pro Vice-Chancellor (Arts, Social Sciences and Commerce), the APVC is a member of the College Executive, and is one of the PVC's standing deputies who may be called upon as acting PVC from time to time.

Specific Duties

- Provide leadership within the College (on all campuses and in offshore programs) to ensure that the objectives and targets identified in La Trobe's Learning and Teaching Plan and in the College Strategic Plan are achieved.
- Provide transformational leadership to develop and deliver innovative, technologically-enhanced academic programs that are relevant and responsive to the needs of students, industry and relevant communities.
- Provide leadership to ensure a rigorous, evidence-based approach to monitoring and reviewing performance of subjects and courses in order to improve the quality of learning and teaching and the student experience.
- Provide key support to PVC and General Manager in the development and maintenance of a viable and successful portfolio of College courses.
- In collaboration with Heads of School and Directors of Teaching and Learning, ensure that effective processes are implemented for the systematic review of courses and subjects as well as the development of new course proposals. The APVC is accountable for the quality of the College's courses, reflected in relevant internal and external data such as benchmarking, surveys, rates of retention and success and compliance with regulatory requirements.

- Work with the Executive Director Quality and Standards (in the Deputy Vice-Chancellor (Academic)'s portfolio) and the University's Academic Board to ensure effective academic governance.
- Collaborate with the PVC (Learning Quality and Innovation) and the PVC (Student Success) (both also in the Deputy Vice-Chancellor (Academic)'s portfolio) to ensure priorities are aligned and mutually reinforcing, and that the intellectual and physical resources in these central portfolios are effectively deployed to support La Trobe's strategic goals in student engagement, student retention and success and curriculum design.
- Ensure the continuous improvement of College teaching practice, in close collaboration with the PVC (Learning Quality and Innovation) and Heads of School, through appropriate staff professional learning and effective recognition and celebration of excellent teaching.
- Work closely and supportively with the Directors of Teaching and Learning to ensure School policies and practices reflect and support all the University's goals in teaching and learning. This is a key influencing role.
- Chair College committees responsible for learning and teaching and oversee the relevant College-level committees responsible for academic integrity and student progress.
- In collaboration with the College General Manager, lead the College's professional and administrative staff teams that support learning and teaching programs.

Level of supervision and independence

- As a senior member of the College Executive, provide leadership to develop, implement, monitor and evaluate strategic and operational plans and policies to enhance the quality of learning and teaching and the student experience in ASSC.
- Exercise substantial autonomy and delegation, with demonstrated ability to vary plans and policies to meet stakeholder needs.
- Identify and develop talent. Encourage and motivate staff to engage in continuous learning, and empower them by delegating responsibility for work. Set clear performance standards and give timely praise and recognition.
- Deliver constructive feedback and manage under-performance in achieving KPIs across the objectives of the coursework portfolio. Offer support in times of high pressure. Celebrate success and engage in activities to maintain morale.
- Deputise for the College PVC as and when required.

Organisational relationships and impact

- Build positive collaborative working relationships within ASSC, with the SHE College and with central portfolios to improve the quality of learning and teaching and the student experience, measured by nationally benchmarked indicators.
- Strategically lead and influence improvement and innovation in the delivery of high quality learning and teaching, curriculum design and delivery in ASSC and develop collaborative, cross-College opportunities.
- Build and sustain relationships that provide a rich intelligence and influence network. Establish an effective working relationship with key stakeholders, including the College Executive, Heads of Department, Directors of Learning and Teaching, central portfolio managers, students, academic and professional staff involved in supporting the outstanding student experience at La Trobe. Encourage stakeholders to work together, and establish cross portfolio approaches to address issues.
- Consult broadly to obtain buy-in and recognise when input is required. Communicate the importance of consultation with stakeholders to others. Personally manifest wisdom, emotional intelligence and strong interpersonal relationships.

Key Selection Criteria

Essential Requirements

- A PhD in a field relevant to the College, together with a significant track record (appropriate to appointment as a Professor or Associate Professor) of excellent research publications relevant to that field or discipline or in the Scholarship of Learning and Teaching.
- Demonstrated capacity to provide leadership in a broad multi-disciplinary context to foster excellence and innovation in teaching and learning and curriculum development and promote effective academic staff development.
- Demonstrated experience in effectively leading and managing teams and financial and physical resources within a large and complex organization to design, develop and implement strategies, policies and tactics.
- Extensive and sophisticated knowledge of developing trends in learning and teaching, including the use of learning technologies and their application to improve teaching, especially in disciplines relevant to the College.
- Demonstrated capacity to develop effective policies, procedures, strategies and planning documentation and the ability to review and monitor performance against plans.
- Excellent interpersonal and communication skills, including demonstrated ability to liaise and collaborate with people at all levels within and outside the University.
- Evidence of the professional and personal maturity, political acumen, tenacity and resilience needed to lead sustained change in a university environment, working through influence as well as authority.
- Demonstrated understanding of and commitment to the University's policies in relation to privacy, integrity and equal opportunity and a willingness and capacity to implement required OHS and safe work practices.

Desirable attributes

- Previous successful experience in a similar role.
- Personal networks appropriate to the responsibilities of the position.

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.

For People and Culture Use only:

Initials: