



# MANAGER, EXECUTIVE EDUCATION

<b>DEPARTMENT/UNIT</b>	Leadership and Executive Education Services, Monash Business School
<b>FACULTY/DIVISION</b>	Faculty of Business and Economics
<b>CLASSIFICATION</b>	HEW Level 9
<b>WORK LOCATION</b>	Caulfield campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are critical to our success, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University, please visit [www.monash.edu](http://www.monash.edu).

To support the core operations and strategic priorities of the **Monash Business School (MBUS)**, administrative functions are divided into eight dedicated areas: Education Services, Engagement Services, Finance Services, Operational Services, Performance and Quality Services, Research Services, Student Services and **Leadership and Executive Education (LEE) Services**. Each service division has areas of functional specialisation that are aligned with central functions in the co-delivery of services, fostering excellence in service delivery, and capitalising on strategic opportunities for growth and diversification in research and education.

The LEE Services group is responsible for the strategic leadership and management of the Monash Business School's MBA programs, executive education, business and industry engagement, entrepreneurship and leadership programs. The LEE Services group plays a critical role in cross-functional co-ordination and alignment to ensure that LEE operational and strategic priorities are realised, including business development goals, strengthening industry engagement and the development of new courses and opportunities for collaboration in leadership and executive education and research.

## POSITION PURPOSE

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The Manager, Executive Education, is responsible for the management and delivery of Monash Business School's suite of premium executive education programs (award and non-award), including managing the Executive Education budget and leading the Executive Education professional team.

In collaboration with the Director of Executive Education, the Manager, Executive Education, will be key in delivering the Business School's executive education strategy and in expanding the executive education program offerings that will diversify and grow the Business School's revenue base.

The Manager, Executive Education, is responsible for the overall governance of the MBUS executive education programs including managing complex compliance and quality requirements, regulatory compliance with external accrediting bodies, compliance reporting, identifying risks and the provision of expert advice.

Pivotal to the success of the Executive Education program, this role will build enduring relationships with key internal and external stakeholders both in the domestic and international market and will oversee the development and execution of service agreements and contracts with clients and program providers. Supported by the Manager Lead Generation, the Manager Executive Education will oversee marketing and recruitment activities for the Executive Education group to ensure a secure pipeline for the Business School's open and tailored executive education programs.

The Executive Education Manager is a key member of the senior leadership team for LEE, leading and managing significant strategic projects and providing expert advice to the Senior LEE Services Manager on LEE strategic priorities.

**Reporting Line:** The position reports to the Senior Leadership and Executive Education Services Manager, under broad direction working with a considerable degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to approximately five staff members

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Contribute to the strategic planning and manage the achievement of the business unit objectives and University goals as a member of the management team
2. Oversee the overall operations of the executive education team and provide leadership and expert advice to key portfolio staff ensuring that the faculty's strategic objectives, compliance, quality assurance and University requirements are met
3. Oversee Executive Education marketing and recruitment activities to ensure a secure pipeline for open and tailored programs
4. Initiate and manage significant strategic Executive Education projects, large-scale review and development of policy and procedures, and complex compliance and quality processes
5. Lead and develop a highly-trained, motivated and efficient team with a strong client focus and promote a culture of continuous improvement of business practices, operational processes and service provision including systems development and database management and optimising procedures, tools and methods of the Executive Education team
6. Source and negotiate agreements and terms with suppliers, providers and delivery partners to maintain delivery standards consistent with a premium product
7. Direct and conceptualise programs of research and analysis in areas of functional specialisation, including making recommendations and coordinating regular high level business reporting
8. Exercise strong budget management for the executive education portfolio, including, the preparation of the Executive Education budget each year in consultation with the Director (Executive Education); overseeing the preparation, aggregation and management of program budgets with program leads; and developing and managing systems for monitoring, and reporting on, revenue and profit
9. Build and sustain high-level relationships with an extensive network of internal and external. Develop and maintain strong relationships with key stakeholders (domestic and international) including industry clients, program teams and relevant Monash business units and key staff, including the provision of expert advice
10. Promote ethics, responsibility and sustainability in the workplace consistent with the principles for responsible management education (PRME) and the globally responsible leadership initiative (GRLI)
11. Work collaboratively with University-level colleagues in HR, Strategic Marketing and Communications, the Office of General Counsel and other relevant areas to maintain operational excellence and technical accuracy

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - Postgraduate qualifications and extensive, relevant experience; or
  - extensive management experience and proven management expertise; or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Experience in executive education and/or a learning and development environment
3. Excellent management and customer service skills with proven ability to strategically manage and provide authoritative technical and policy advice at a high level
4. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation
5. Demonstrated management experience in a large and complex management structure
6. Significant staff management experience with the ability to motivate and develop a high performance team committed to excellent customer service
7. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Superior interpersonal and communication skills with the ability to build successful relationships and negotiate and achieve consensus at senior levels
9. Experience in a business development and/or engagement role and with building strong networks and links with industry, government or the tertiary education sector
10. Demonstrated project management skills with a proven record of successfully managing all aspects of complex projects through to completion, including implementation and change management
11. Extensive experience in the administration of specialist education programs in the University sector

## OTHER JOB RELATED INFORMATION

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- The position is based on the Caulfield campus and will necessitate travel to other campuses as required. The position may require some international travel
- There will be a requirement to work additional hours from time to time
- This position will require the incumbent to hold a valid Working with Children's Check

## LEGAL COMPLIANCE

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.