**Position Description**

**Position Title:** Associate Director, Academic Innovation and Business Development

**Position Classification:** FAR

**Position Number:** 319232

**Faculty/Office:** Deputy Vice-Chancellor (Education)

**School/Division:** Office ofPro Vice-Chancellor (Academic Innovation and Enterprise)

**Supervisor Title:** Pro Vice-Chancellor (Academic Innovation and Enterprise)

**Supervisor Position Number:**

**Your work area**

The role will work across two work areas within the Deputy Vice-Chancellor (Education) portfolio: Academic Innovation and Enterprise and Global Engagement. The role will provide the planning and design support of educational third-party commercial arrangements as well as major institutional partnerships with Universities, industry, sector-wide organisations and governments at national and international levels.

The office of the PVC (Academic Innovation and Enterprise) is a newly established function that recognises the dynamic and disruptive nature of higher education. It will oversee two major areas of strategic direction for UWA: digital innovation and employability.

UWA’s Global Engagement function is led by the PVC (Global Engagement) and oversees initiatives focussed on achieving and championing the University’s Internationalisation Strategy. Global Engagement’s primary function is to establish strategic partnerships and maintain strong relationships with key education, research, and public and private sector organisations worldwide.

Both work areas are embedded within the Deputy Vice-Chancellor (Education) portfolio and work collaboratively within and beyond that portfolio to support student recruitment, enhanced student experiences, industry engagement initiatives as well as key institutional partnerships. Within these two areas, external negotiations with government; software providers; third party online delivery organisations and many other bodies, is an increasing feature and involves close internal liaison with UWA’s legal, IT, finance and other areas.

**Reporting Structure**

**Reports to:** Pro Vice-Chancellor (Academic Innovation and Enterprise)

Dotted line to: Pro Vice-Chancellor (Global Engagement)

**Direct Reports:** Fixed-term project staff

**Your role**

As the appointee, you will work directly with the Pro Vice-Chancellor (Academic Innovation and Enterprise) to explore and implement opportunities for establishment and growth of the University’s local, national, offshore, and online learning presence.

You will provide oversight for a program of local, national, online, and offshore projects including managing third party contract development, budgets, scope, risks, and stakeholders to ensure all projects are delivered within budget, to agreed timeframes and to quality expectations.

You will work to ensure relationships are cultivated and nurtured with partners to further the University’s local, national, and international reach and reputation, and the achievement of this element of the Education and Internationalisation Strategies.

This role has two key areas of focus:

* Strategic project management
* Fostering relationships with local, national, offshore, and online education and university partners

**Your key responsibilities**

**Strategic project management**

Work as part of the Office ofPro Vice-Chancellor (Academic Innovation and Enterprise) leadership team to develop and operationalise strategies focussed on establishment of a local, national, offshore, and online learning presence for UWA.

Provide central oversight and advisory support to UWA Schools in their planning, development, and delivery of local, national, offshore, and online education offerings.

Undertake project management, developing project plans and working schedules to ensure project deliverables and timelines are achieved, and project risks are effectively managed.

Manage any organisational and business process changes required for successful implementation.

Work with stakeholders across the University to ensure that the local, national, offshore, and online education partnerships element of the Education and Internationalisation Strategies are well understood and supported.

Work with subject matter experts across the University to ensure implementation strategies are appropriate.

Fostering relationships with online education and international university partners.

Work closely with the DVC (Education) portfolio, most especially with the Brand Marketing and Recruitment (BMR) team with respect to a united approach to local, national, and international student recruitment channels and the Digital Innovation team with respect to supporting online developments.

Work with the Pro Vice-Chancellor (Academic Innovation and Enterprise), Pro Vice-Chancellor (Global Engagement), and Heads of Schools to foster relationships with local, national, offshore, and online education providers in targeted markets.

Negotiate contract arrangements with local, national, offshore, and online education providers and work with partners to ensure achievement of contract deliverables.

Work with the Partnerships team within the Global Engagement Office to ensure appropriate articulation arrangements are negotiated with university partners participating in offshore and online education product delivery.

Work in collaboration with UWA Governance and Legal, Compliance, and Finance to ensure all partnerships comply with financial, legal, and government requirements locally, nationally, and internationally.

Collect and analyse relevant complex data, identify possible solutions and present recommendations.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications, or a demonstrated equivalent competency.

Extensive relevant experience in project management.

Significant experience in the higher education sector or related field and preferably associated with international education and engagement.

Experience working within legal and regulatory frameworks and varied governance structures at a senior management level.

High level communication skills in influencing, negotiating, motivating, and communicating across a large, complex organisation and with external stakeholders.

Highly developed skills in strategic planning and governance within a complex organisational structure.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email.

Demonstrated ability to analyse and interpret complex data, present findings, and advocate positions.

Demonstrated ability to develop and lead significant projects through the project management lifecycle collaborating with diverse stakeholders to achieve successful outcomes.

**Special Requirements (selection criteria)**

You may be required to travel overseas and interstate

**Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.