

Position Description

Project Officer, Partnerships

Position No:	NEW
Business Unit:	Provost
Division:	School of Education
Department:	Education Bundoora
Classification Level:	HEO7
Employment Type:	Full-Time, Fixed Term
Campus Location:	Campus Independent
Position Supervisor:	Associate Dean Partnerships
Position number:	http://www.latrobe.edu.au/jobs/working/benefits
Other Benefits:	

Further information about:

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

Position Context/Purpose

The School of Education has a long and distinctive history of progressive and socially engaged teaching and research in education. The School provides for the professional preparation of teachers and educators in early childhood, primary, secondary, community, outdoor and higher education.

The School of Education is a core priority for the University and it has adopted an ambitious strategic plan that is intended to reinvigorate the School's research and coursework portfolio and partnership collaborations with stakeholder groups and industry.

This position is responsible for the provision of high-level administrative support for the partnership portfolios, including the Nexus program. The role involves initiating, executing and completing various projects and activities that support the implementation of the School of Education's strategic and business plans. This position will offer executive support to the Associate Dean Partnerships, assisting with a range of administrative activities needed to achieve objectives within their portfolio.

The position holder may be required to undertake travel to other La Trobe University campuses.

For all duties and key selection criteria, candidates must demonstrate the necessary experience and capability, at the appropriate level, for the role as described in the position context.

Duties at this level will include:

- Perform planning, program and managerial functions with some accountability for program performance. Comprehensive knowledge of related programs.
- Support projects and initiatives which have resources and/or strategic impact.
- Review performance and services in the area of responsibility and compares it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Prepare and deliver regular reports to government in relation to the progress and performance of projects, in line with the relevant partnership agreement.
- Prepare and develop tender proposals in response to Requests for Proposals, ensuring these are competitive and aligned with the School's strategic direction.
- In consultation with the Associate Dean Partnerships, develop new partnership agreements for prospective industry partners, collaborating with the Business Development team in the Office of the PVC Industry Engagement and the Placement Partnering & Operations team in the Office of the Provost.
- Monitor and ensure compliance with all aspects of the School's partnerships agreements and ensure the School's partnership records are recorded and appropriately maintained in the University's PRM system and other relevant systems.
- Manage the implementation of the School's short courses strategy.
- Independently monitors, reviews and develops procedures in own functional area.
- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

Capabilities required to be successful in the position

- 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 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.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

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

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Initials: Date: