

Position Description

Administration Coordinator, Nexus

Position No:	NEW
Business Unit:	Provost
Division:	School of Education
Department:	Education School Operations (Melbourne)
Classification Level:	Higher Education Officer (HEO) 7
Employment Type:	Part-Time, Fixed Term
Campus Location:	Campus Independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Context/Purpose

The School of Education at La Trobe University is an industry leader, driving positive changes in education both in Australia and internationally. It fosters an outstanding profession for all, emphasising exceptional quality. Collaborating with schools, communities, and governments, the school provides exceptional professional experiences, policy advice, and research, aiming to transform educational practices and enrich students' learning experiences through evidence-based teaching and research.

In the capacity of Administration Coordinator, Nexus the position provides operational support for the award-winning Nexus program, which is part of the High Achieving Teachers Program (HAT). Nexus offers an innovative employment-based teaching pathway that fosters a collaborative community of practice by bringing together the University, schools, and the wider community to develop profession-ready teachers. The program emphasises mentoring, including school, university, and peer-based mentoring, acknowledging its transformative impact on both aspiring and in-service teachers.

With funding received from the Victorian Department of Education, the Nexus program is expanding to include an undergraduate Bachelor qualification, specifically aimed at Education Support (ES) staff and Koorie Engagement Support Officers (KESOs) employed in Victorian schools. This will provide an employment-based pathway for ES staff and KESOs to achieve a full Bachelor qualification.

The Administration Coordinator, Nexus will provide leadership and mentoring, as well as strong organisational and administrative skills, to support the operations of the Nexus Program. The primary responsibility of this position is to supervise members of the Nexus administration team, ensuring high-level administrative support and advice regarding the program's operations. In collaboration with the Project Coordinator, Nexus Program and School Senior Manager, the incumbent will work as part of a team to assist in ensuring that program objectives are met, and that University policies and procedures are followed.

Duties at this level will include:

- Provide a high level of administrative support to the Nexus Program, with a focus on the Nexus Undergraduate cohort.
- Proactively identify potential process issues and develop solutions to overcome these challenges
- Support the identification or, and progress reporting on, Nexus student cohorts as part of our reporting to the funding provider(s).
- Take part in and organise relevant meetings as required, documenting outcomes and following up on agreed action items.
- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Manages staff performing a related set of functions, usually with distinct areas of expertise; including the allocation of responsibilities, review of performance, training and development of staff and development or oversight of program procedures, priorities and quality control systems.

- Develops and/or improves the capability of staff within work area, motivating and mentoring them to better meet the current and future requirements of the School/Division/Department.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Undertake other duties as required by the School Senior Manager and/or Associate Dean Partnerships relevant to program operations.

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 management and leadership skills with successful experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- 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.
- Demonstrated experience in project management in the tertiary sector or a related field.

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.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.

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

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.

For Human Resource Use Only

Initials:

Date: