

Position Description

Advisor, Learning and Teaching Strategic Programs

Position No:	50148155
Business Unit:	Office of the Deputy Vice-Chancellor (Education)
Division:	Education Services
Classification Level:	HEO8
Employment Type:	Continuing
Campus Location:	Bundoora
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits
Further information about:	
La Trobe University - http://www.latrobe.edu.au/about	

Position Purpose

The position is responsible for the identification and effective management of initiatives focussed on quality improvement and curriculum renewal in learning and teaching, critical to the success of La Trobe's Learning and Teaching strategy. The position will manage programs of work that span schools and business units and provide strategic advice to the Director, Education Services on matters related to teaching and learning improvement and curriculum renewal.

Duties at this level will include:

- Provides strategic support and advice to schools/business units requiring integration of a range of university policies and external requirements, to effectively achieve objectives within complex organisation structures.
- Provides advice to staff at higher levels on learning and teaching program objectives, and coordinates agreement for change or development in the areas for which the position is responsible.
- Applies broad and/or deep knowledge and experience of learning and teaching to provide advice & guidance to others or to address significant problems or unresolved issues.
- Establishes and maintains oversight of project governance, tracking, management and risk mitigation to support University-wide projects
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Liaises with schools and divisions in support of the implementation of learning and teaching improvement projects and programs.
- Performs high level planning, management, process mapping, project reporting and communication functions, ensuring efficient and timely oversight of University-wide programs of work in learning and teaching.
- Provides strategic advice to the Director, Education Services on matters related to teaching and learning improvement activities, including through sophisticated benchmarking and competitor review.

- Works closely with colleagues across divisions to design and implement improvements in learning and teaching-related procedures and processes and to ensure continuous quality improvement.

Essential Criteria

Skills and knowledge required for the position

- A degree with substantial extension of the theories and principles, learned through experience, or a range of management experience, or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Strong interpersonal skills including ability to negotiate, motivate, influence, and build relationships.
- Extensive experience in quality improvement and curriculum renewal in tertiary environments.
- Demonstrated ability to analyse and summarise complex data and use the results to inform strategic change and continuous quality improvement.
- Demonstrated expertise in high level planning, project management, process mapping and reporting in learning and teaching, including sophisticated written communication skills.
- Demonstrated ability to establish and maintain sound working relationships with senior academic and professional staff and manage multiple stakeholders to achieve stated outcomes.
- Proven record of developing innovative solutions and practical implementations for strategic change in learning and teaching.

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.

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.

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.

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Initials: Date: