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| **Position Description** |

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| **Manager, International Engagement** | |
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| **Position No:** | 50100471 |
| **Department:** | Alumni and Advancement |
| **School:** | Office of the Vice-Chancellor |
| **Campus/Location:** | Bundoora |
| **Classification:** | Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | Fixed Term, 12 months |
| **Position Supervisor:**  **Number:** | Associate Director, Alumni Relations  50019080 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

Alumni and Advancement – http://latrobe.edu.au/alumni

**For enquiries only contact:**

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| **Position Description** |

**Manager, International Engagement**

**Position Context**

The Alumni and Advancement Office is responsible for philanthropic fundraising and engagement with La Trobe University’s alumni community (210,000 as at January 2019). The Alumni and Advancement Office is an outwardly facing unit of the University with stakeholder engagement being a major element of the activity undertaken. This role manages activities and strategies pertaining to the development of international alumni relations within the University and provides a vital link for fundraising activities within the Alumni and Advancement Office.

Reporting to the Associate Director, Alumni Relations, the position of Manager, International Engagement is responsible for the following:

**Duties at this level may include:**

* Designing, implementing and managing international alumni-focused engagement initiatives, strategies and events that are aligned to the University’s strategic objectives.
* Responsible for international alumni engagement program development and implementation, a 12-month activity plan for graduates located overseas.
* Build sound relationships and manage international alumni volunteers located overseas through internationally based alumni Chapters and Networks.
* Provides strategic support and advice to University stakeholders on engaging alumni abroad.
* Represent the Alumni and Advancement Office by attending University led delegations overseas, providing expert alumni relations advice in-country.
* Managing several projects with an international focus to ensure each project is managed and delivered to specification, time and budget.

**Key Selection Criteria may include:**

* A degree with substantial extension of the theories and principles, or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience.
* Demonstrated leadership skills and experience in managing volunteers.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Demonstrated high level of self-motivation and personal management skills.
* Demonstrated experience working with and influencing senior management.
* Experience developing innovative solutions and contributing to strategic planning.
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.

**Desirable**

* Experience in leading projects which have international components.

**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.

**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.

For Human Resource Use Only

Initials: GS Date: Oct 2017