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| **Position Description** |

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| Associate Pro Vice-Chancellor (Coursework) College of Arts, Social Sciences and Commerce | |
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| Position No: |  |
| Organisation Unit: | Office of the Pro Vice-Chancellor |
| College: | College of Arts, Social Sciences and Commerce |
| Campus/Location: | Melbourne (Bundoora) |
| Classification: | Level E |
| Employment Type: | Fixed-term role, full-time |
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| Position Supervisor:Number: | Pro Vice-Chancellor |
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| Other Benefits: | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

**For enquiries only contact:**

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| **Position Description** |

**Associate Pro Vice-Chancellor (Coursework)**

**Position Context**

The APVC (Coursework) is a leadership position within the College of Arts, Social Sciences and Commerce focused on the strategic goals of delivering an outstanding student experience, characterised by high quality learning and teaching, contemporary approaches to curriculum design and delivery and positive career outcomes for students.

The College of Arts, Social Sciences and Commerce consists of four schools: La Trobe Law School, La Trobe Business School, the School of Education and the School of Humanities & Social Sciences.

It has a reputation for world class research and for expanding educational opportunities for students from across Australia and from around the world. Our researchers are innovative and impactful and are known for building strong relationships with our industry partners. Our graduates are well rounded and professionally trained. Employers rate them very highly for their up-to-date knowledge and skills.

The subjects we research and teach have never been more important. In an era of digital disruption and global competition, we focus on the critical knowledge and skills that no algorithm can replace and that provide strong foundations for success in employment and in civic life.

Colleges are the focal point for strategy and planning in teaching and research, and act as the driver for implementation of the University’s strategic plan at the operational level. The Colleges are responsible for policy implementation, academic staffing profile, load planning, course profile, student recruitment, and quality assurance across its Schools.

The APVC (Coursework) is a key strategic and systemic leadership role in the College and University learning and teaching system. Reporting directly to the Pro Vice-Chancellor (Arts, Social Sciences and Commerce), the APVC is one of the PVCs standing Deputies and may be called on to act as Acting PVC from time-to-time. The APVC takes up their role in an institution that is committed to outstanding student experience and student employability at the heart of its institutional strategies.

As a key leader in the learning and teaching system, the APVC (Coursework) works collaboratively across the College (including with the General Manager, College Education Team, Heads of School, Directors of Learning and Teaching and academics), with the College of Science, Health and Engineering (SHE) and in particular with their counterpart APVC, and across central portfolios (in particular the Deputy Vice-Chancellor (Academic) portfolio) to enhance the quality of learning and teaching, curriculum design, pedagogy, assessment, course management and quality and standards .

# Specific Duties

* Provide leadership to ensure that the Coursework portfolio partners effectively with ASSC, regional campuses and central portfolios to achieve La Trobe’s load targets, outstanding student experience targets and performance indicators across all campuses.
* Provide transformational leadership to develop and deliver innovative, technologically-enhanced academic programs that are relevant and responsive to the needs of students, industry and the community.
* Provide leadership to ensure a rigorous, evidence-based approach to monitoring, benchmarking performance and enhancing the quality of learning and teaching and the student experience to achieve the La Trobe Strategic Plan 2018-2022 targets.
* Work with the Pro Vice Chancellor Learning Quality and Innovation (PVC LQI) and the Pro Vice Chancellor Student Success (PVC SS) to deliver a collaborative approach to student and staff engagement, student retention and success, and curriculum design that is student-centred, evidence-based and innovative.
* Work collaboratively with the PVC LQI to support staff professional learning in ASSC designed to enhance the quality of learning and teaching at subject and course levels and to address key performance indicators in the La Trobe Strategic Plan 2018-2022.
* Work collaboratively with the PVC SS to enhance student career opportunities and outcomes in ASSC programs.
* Exercise critical decision making in the College in areas of strategic planning and policy direction to support high quality, innovative student learning experiences and outcomes and work collaboratively with other APVCs and Heads of School to deliver on business plan KPIs.
* Manage the progress of student grievances within the College, and chair the College Coursework Committee, Academic Misconduct Committees, Academic Progress Committees, Student Success & Retention Committee or their equivalents.

# Level of supervision and independence

* As a senior member of the College Executive, provide leadership to develop, implement, monitor and evaluate strategic and operational plans and policies to enhance the quality of learning and teaching and the student experience in ASSC.
* Exercise substantial autonomy and delegation, with demonstrated ability to vary plans and policies to meet stakeholder needs.
* Work closely with the College General Manager to provide leadership to the College Education Team, including joint supervision of the Senior Manager, College Education Team.
* Identify and develop talent. Encourage and motivate staff to engage in continuous learning, and empower them by delegating responsibility for work. Set clear performance standards and give timely praise and recognition.
* Deliver constructive feedback and manage under-performance in achieving KPIs across the objectives of the coursework portfolio. Offer support in times of high pressure. Celebrate success and engage in activities to maintain morale.
* Deputise for the College PVC as and when required.

# Organisational relationships and impact

* Build positive collaborative working relationships within ASSC, with the SHE and with central portfolios to improve the quality of learning and teaching and the student experience, measured by nationally benchmarked indicators.
* Strategically lead and influence improvement and innovation in the delivery of high quality learning and teaching, curriculum design and delivery in ASSC and develop collaborative, cross-College opportunities.
* Build and sustain relationships that provide a rich intelligence network. Establish an effective working relationship with key stakeholders, including the College Executive, Heads of Department, Directors of Learning and Teaching, central portfolio managers, students, academic and professional staff involved in supporting the outstanding student experience at La Trobe. Encourage stakeholders to work together, and establish cross portfolio approaches to address issues.
* Consult broadly to obtain buy-in and recognise when input is required. Communicate the importance of consultation with stakeholders to others. Personally manifest wisdom, emotional intelligence and strong interpersonal relationships.

# Key Selection Criteria

**Essential Requirements**

* A PhD or equivalent in a discipline relevant to the College, broadly understood.
* A track record of extensive publications in refereed national and international journals, books, or other excellent research outputs relevant to the discipline.
* Demonstrated sophisticated understanding of the local, national and global environment for, and emerging trends in, learning and teaching (including the use of learning technologies) especially in disciplines relevant to the College and capacity to develop and implement strategies to improve the qualit of learning and teaching in the College accordingly.
* A distinguished record of leadership in the field of higher education learning and teaching, with evidence of implementation of teaching initiatives underpinned by a rigorous evidence-based, student-centred approach.
* Demonstrated capacity to provide leadership in fostering excellence and innovation in teaching and learning and curriculum development; encouraging effective academic staff development.
* Demonstrated capacity to develop effective policies, procedures, strategies and planning documentation and the ability to review and monitor performance against plans.
* Demonstrated ability to lead innovation across a portfolio of coursework and executive education programs, including through internal and external partnerships, in order to ensure the viability and growth of the portfolio.
* Outstanding leadership, interpersonal, communication, management and presentation skills including the ability to inspire, motivate and lead; build and supervise teams; manage financial resources; and establish strong relationships with internal and external stakeholders.
* Proven ability to drive change whilst continuing to consolidate the College’s existing strengths and priorities.
* Demonstrated understanding and commitment to principles and practices of privacy, integrity and equal opportunity and a willingness and capacity to implement required OHS policies and safe work practice.

**Desirable attributes**

* Previous successful experience in a similar role.
* Personal networks appropriate to the responsibilities of the position.

**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 People and Culture Use only:

Initials: