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| **Position Description** |

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| **Advisor to the Deputy Vice-Chancellor Students** | |
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| **Position No:** | NEW |
| **Department:** | Office of the Deputy Vice-Chancellor Students |
| **Division:** | Deputy Vice-Chancellor Students |
| **Campus/Location:** | Bundoora |
| **Classification:** | Higher Education Officer Level 9 (HEO9) |
| **Employment Type:** | Continuing, Full-time |
| **Position Supervisor:**  **Number:** | Deputy Vice-Chancellor, Students s |
| **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:**

     , TEL:       Email:      @latrobe.edu.au

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| **Position Description** |

**Advisor to the Deputy Vice-Chancellor (Students)**

**Position Context**

The position manages the provision of support and advice to the Deputy Vice-Chancellor Students (DVC S) on a day-to-day and strategic basis which promotes achievement of the University’s strategic objectives. The position covers a very broad ambit of University business and involves managing emergent issues as well as ongoing tasks including managing executive support to La Trobe University’s Senior Executive Group.

The position provides high level advice to the DVC S regarding administrative and strategic requirements for internal and external meetings and events, including preparation of briefing notes and speeches; liaison with senior University staff such as College PVCs, Heads of Campus and members of the Senior Executive Group (SEG) and external stakeholders; oversight of preparation of correspondence and reports and quality assurance on behalf of the DVC S for all correspondence, documents and submissions originating in the Office or going out under the signature of the DVC S

The position will support the Deputy Vice-Chancellor Students by providing analysis and assessment of complex issues and by working collaboratively with leaders across the Students Division to implement solutions to challenging and complex issues that impact the student experience and the standing and reputation of the University and the DVC S.

**Duties**

* Manage the provision of high-level support to the DVC S including writing submissions to government; drafting meeting and event briefings; writing the DVC S reports to Council and Academic Board; drafting internal documents such as operating models and.
* Manage and deliver strategic internal projects which may involve the analysis and assessment of complex issues, the development of project briefs and business cases and active implementation, monitoring and reporting against business case goals.
* Undertake desktop research and internal and external environmental scans on a range of strategic matters relating to current issues and future plans, to establish an evidence base contributing to new approaches and initiatives.
* Manage communications and other activities within the Office of the DVC S including writing speaking notes; drafting replies to correspondence; drafting articles; assisting the development of All Staff presentations; dealing with any enquiries received by the Office.
* Provide high level business planning and financial management advice to the DVC S portfolio.
* Review performance over time in the area of responsibility and compare it to best practice externally and within the university, identifying areas of improvement in practices, policies and technology, reporting where appropriate.
* Assisting with unique requirements or other one-off events of the DVC S portfolio and day to day liaison with colleagues across the University.

**Key Selection Criteria may include:**

* Demonstrated experience and expertise in research, analysis and problem solving within a complex multifaceted environment, with the ability to identify and implement innovative solutions and improvements or postgraduate qualifications and extensive relevant experience.
* Demonstrated understanding of the issues influencing student transition, retention, employability and success in higher education.
* Highly developed conceptual, analytical, interpersonal and written communication skills, with experience in identifying and effectively communicating themes and issues to internal and external stakeholders
* Proven ability to provide quality advice and professional leadership on complex issues and appropriately manage sensitive and confidential information.
* Highly developed communication and negotiation skills with the ability to effectively collaborate with a wide range of key stakeholders within a sensitive environment to prevent and resolve matters.
* Demonstrated capacity to take a strategic role and exercise sound financial and business planning decisions
* Proven ability to deal with concepts, decisions and complex information or situations in an efficient and effective manner. Capable, agile, flexible and patient with process, and the ideas of others.

**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: Date: