

Position Description



Position title:	Executive Director, Berwick Campus
School/Section/VCO:	Office of the Vice-Chancellor
Campus:	Berwick Campus. Travel to other campuses will be required.
Time fraction:	Full-time
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Recruitment number:	849387

Position summary

The Executive Director, Berwick will oversee the delivery of a suite of accredited higher education programs and student support services to all Berwick Campus' students.

The Executive Director will report to the Deputy Vice Chancellor Academic and will work collaboratively on all aspects of strategic and operational matters of Berwick Campus. The position will be responsible for leading the continued growth and establishment of the Berwick Campus with a strong focus on raising the profile of the University.

The position will also lead the planning and management of the day-to-day operations and play the lead role in strategic planning, including providing financial projections and budgets to reflect the Campus programs against performance indicators.

The Executive Director Berwick may be required to travel regularly to other University, campuses.

The Executive Director, Berwick is a member of the Vice-Chancellor's extended leadership group and is responsible for working collaboratively with other campus Heads and senior colleagues to advance the University's strategy

The position will be based at the Berwick Campus and the incumbent will be required to travel to other campuses and locations of the University and throughout regional Victoria, as well as attend community functions.

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Key responsibilities

1. Lead and oversee the Berwick Operations in providing quality higher education programs;
2. Lead the strategic and operational planning of the Campus including management of facilities, recruitment of staff, coordination of support services and financial management;
3. Lead strategic business development opportunities and key corporate planning issues for the Campus;
4. Work with Deans and Directors to ensure a collegiate, cohesive approach to higher education and support services for the Campus;
5. Lead and oversee the development of policies, systems, processes and procedures for the Campus to enhance the student experience ensure growth in student numbers and increasing profitability;
6. Provide advice, oversight and recommendations for the planning of Campus renovations, including infrastructure and technology improvements;
7. Lead the day-to-day operations of services to stakeholders to ensure an effective and efficient operation including, negotiating with external suppliers and monitoring service level agreements;
8. Develop and enhance stakeholder relationships to increase the profile and success of the Campus;
9. Represent the Campus with external bodies such as government and other tertiary organisations as required;
10. Ensure that organisational resources are utilised optimally and developed to enable the Campus to meet current and future objectives;
11. Oversee regulatory compliance of the Campus with relevant State and Commonwealth government workplace legislation;
12. Ensure the efficiency and effectiveness of operations is maintained and a safe environment for stakeholders is provided;
13. Oversee safety inspections and be responsible for environmental and Occupational Health and Safety matters including hazard elimination;
14. Strengthen and enhance the standing of the University locally, nationally and internationally; and
15. Undertake tasks as directed by the Deputy Vice Chancellor (Academic) and the Vice Chancellor.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. Postgraduate qualifications and extensive relevant experience and proven expertise in the management of significant human and material resources. A strong record at a distinguished level of attainment in business leadership and management;
2. Demonstrated understanding of the Higher Education sector in Australia, including the current economic, social and political challenges facing education, training and research;

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3. Demonstrated ability to promote and enhance the reputation of an organisation at local government, community and industry level, including the demonstrated ability to grow revenue in a region;
4. Demonstrated ability to conceptualise, develop and implement a variety of strategies to enhance the organisation's profile resulting in increased student numbers and income;
5. Demonstrated experience in successfully leading, developing and implementing strategic and operational plans, including the demonstrated ability to manage human, financial and physical resources as well as business operations, consultation, negotiation and conflict management skills with a track record of achieving trust, teamwork, commitment and cohesion;
6. Strong commercial acumen and a successful track record of entrepreneurship evidenced through identifying, building and supporting strategic partnerships and relationships with industry, education, government and community;
7. Demonstrated ability to establish, maintain and foster collaborative and mutually beneficial relationships with a range of internal and external stakeholders; and
8. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.