HEAD OF PROGRAMS

DEPARTMENT/UNIT	McKinnon Institute for Political Leadership
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Education) and Senior Vice-President
CLASSIFICATION	Level 10A
DESIGNATED CAMPUS OR LOCATION	Melbourne CBD

ORGANISATIONAL CONTEXT

At Monash, work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The **Deputy Vice-Chancellor (Education) and Senior Vice-President** leads Monash University's integrated approach to education, framed by the Monash Impact 2030 Strategic Plan, www.monash.edu/about/strategic-direction/strategic-plan and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

The **McKinnon Institute for Political Leadership (MKI)** is a non-partisan organisation committed to contributing to a better future for Australia by raising the standard of political leadership in Australia through providing professional development for aspiring and established political leaders and their advisors. A partnership between the Susan McKinnon Foundation and Monash University, the McKinnon Institute was established in mid-2019 and in 2020 began providing professional development to MPs.

POSITION PURPOSE

The **Head of Programs** is a senior leadership position within the McKinnon Institute for Political Leadership. The position leads the programs function within the Institute, to ensure the development and delivery of a portfolio of quality professional development programs that improve the performance, capabilities and standing of Australia's political leaders. The role involves leading, teaching and facilitating directly in some of these programs.

The position reports to the CEO and Academic Director, and works closely with the Director of Research to advance the academic agenda. This includes engaging with an expert Academic Advisory Panel (AAP) and building trusted relationships with a diverse faculty, the Board, Monash University and the Susan McKinnon Foundation.

The position oversees a major portfolio coordination role, and is directly involved in developing and delivering transformative learning experiences and quality interactions with participants. The Head of Programs is accountable for ensuring programs are delivered at quality, on time and on budget, and works with other program leaders to support them to achieve these ends.

As a member of the McKinnon Institute's Senior Management Team, the position works collaboratively with the leads of operations, research, engagement and communications to promote a performance and learning culture and to deliver on MKI business priorities. This involves managing a programs team and working with senior practitioners and academics to ensure the continuous development and refinement of programs, content and curriculum.

Reporting Line: The position reports to the CEO and Academic Director, and is a member of the Senior Management Team

Supervisory Responsibilities: This position oversees and coordinates program managers that provide end-to-end oversight of program or project development and delivery

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: The position is responsible for managing a budget in line with the key responsibilities

KEY RESPONSIBILITIES

1. Provide high-level strategic leadership to the MKI Programs function, recruiting for, managing and nurturing a high-performing team that is highly engaged, committed to excellence and has clarity about accountabilities, expectations and deadlines

2. Lead the design, development, delivery and growth of a portfolio of high quality MKI programs in alignment with the MKI Strategy, Business Plan and program principles

3. Lead and direct a work environment of innovation, learning, continuous review and improvement of business practices, operational processes and program provision to enable MKI to scale its activity and impact

4. Lead the design of transformative learning experiences that connect scholars with leading frameworks and ideas, and valued practitioner insights, ensuring that program and portfolio

design adopts an approach to adult learning that supports improvements in understanding and practice

5. Work closely with the CEO and Director of Research to support the ongoing development of the key components of content and curriculum to be deployed in MKI programs, including by strengthening relationships with relevant academic and professional networks

6. Manage the Academic Advisory Panel (AAP), which provides bipartisan input to academic planning and review

7. Lead the attraction, development and management of an exceptional academic and professional faculty, ensuring that their experience fosters an outstanding perception of MKI and that our work with them leverages and grows their expertise and enhances their impact

8. Support the implementation and ongoing refinement of a framework for monitoring, evaluation and learning that supports efficient and effective planning, performance and resource management

9. Work to support the Institute's relationships with immediate stakeholders, partners and leaders in adjacent communities, which may include the public sector, academics, Universities and other potential program or content collaborators

10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - a relevant postgraduate qualification and extensive experience at senior management level within a complex management environment; or
   - an equivalent combination of relevant experience and education/training.

Knowledge and Skills

2. Exposure to political leadership in Australia, with a demonstrated understanding of and passion for leadership, policy, politics and democracy

3. Experience and demonstrated skill in curriculum development, teaching, learning and facilitation, preferably in a political and/or executive professional/leadership development context

4. An understanding of, and enthusiasm for, contemporary educational practices and technologies in both face-to-face and online environments

5. A track record of building, managing, and inspiring high-performing teams that repeatedly deliver outstanding products and outcomes

6. Demonstrated managerial excellence and success in a matrix, or large and complex management structure

7. Extensive operational management experience and highly developed skills of leadership, networking and influencing, including the ability to engage effectively with the Board and key MKI advisers

8. Proven professional experience in building relationships with leading global thinkers and practitioners, and the ability to entice them to engage with the Institute

9. Excellent strategic judgement and communications skills, including the ability to identify what is important and communicate this clearly to different audiences

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.