

## Position Description

### Senior Manager

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| <b>Position No:</b>          | 50110136  |
| <b>Business Unit:</b>        | School of Psychology and Public Health  |
| <b>Division:</b>             | Office of the Provost   |
| <b>Department:</b>           | School of Psychology and Public Health  |
| <b>Classification Level:</b> | HEO10   |
| <b>Employment Type:</b>      | Full-Time, Continuing   |
| <b>Campus Location:</b>      | Melbourne (Bundoora)  |
| <b>Other Benefits:</b>       | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

Further information about:

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

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## **Position Purpose**

This position is responsible for leading a team of professional staff in the delivery of a range of services that support teaching, research and engagement activities in the School. The primary responsibilities of this position is to develop the School's strategic plan and contribute to the development, implementation and monitoring of the School business/operational plans and to identify, design and implement strategies and solutions to achieve agreed outcomes in the School.

### **Duties at this level will include:**

- Perform complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge of related programs.
- Be fully responsible for the achievement of objectives and programs affecting a significant organisational area at Faculty level or equivalent. May be an influential contributor to decisions over the allocation or use of substantial resources.
- Be accountable for the achievement of significant organisational objectives and programs.
- Provide strategic direction to Schools or Divisions requiring integration of a range of internal and external policies and demands, and achieve objectives operating within complex organisation structures.
- Bring a multi-perspective understanding to the development, carriage, marketing and implementation of new policies; devise new ways of adapting the organisation's strategies to new, including externally generated, demands.
- Lead, manage and motivate staff in a major functional area or service grouping. Developing and raising their performance including responsibility for setting and reviewing longer term performance criteria and objectives.
- May have final responsibility for approving substantial budget expenditure and resources.
- Lead development of strategies and plans, which supports and takes forward University strategy.
- Be responsible for the achievement of significant organisational objectives and programs.
- Performs tasks requiring the conceptualisation, development, review and accountability for the operation of major professional, management or administrative policies at the corporate level.
- Review performance & services in the area of responsibility and compares it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Will have responsibility for managing a substantial budget(s), including the discretion to re-allocate funds or priorities within budgets. Authorise significant expenditure items, or commit the University to significant contractual or resource obligations.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Experience and expertise in the management of significant human and material resources, or postgraduate qualifications and extensive relevant experience, or experience and expertise in the provision of strategic policy advice affecting the direction of the University, or an equivalent alternate combination of relevant knowledge, training and/or experience.

- Demonstrated high level of theoretical and applied knowledge in professional area of expertise.
- Demonstrated ability to take responsibility for achievement of objectives and programs affecting a significant organisational area at Faculty level or equivalent.
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation and facilitation of group discussions.
- 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.
- Strong leadership skills including the ability to negotiate, motivate, influence and build relationships.
- Proven record of managing and controlling substantial budget/resources/funding and an understanding of financial management procedures.
- Highly developed knowledge of the principles, theory and practice of the area of responsibility and an awareness of broader developments relevant to the University.
- Awareness of likely effect of change in economic, social and governmental and technological environment.
- Awareness and understanding of the activities, objectives and strategic direction of the University, both current and future, in a global context.
- Proven experience and success in managing staff performance and development.

#### **Capabilities required to be successful in the position**

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.

#### **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.

#### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## 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.

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For Human Resource Use Only

Initials:

Date: