

Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty Services, Faculty of Business and Law
Location	Flexible
Classification	HEW level 9
Reports to	Director, Faculty Services (Business and Law)

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Manager, Partnerships and Engagement is responsible for providing high level support to the Associate Dean (International and Partnerships) in the achievement of the Faculty's partnership goals and operational targets inclusive of international and domestic markets. Proactively contribute to the development, implementation and review of international partnerships and pathway recruitment and engagement with agents. Oversee student engagement activities such as peer support and transition, work integrated learning, internships, international study tours and similar programs to provide opportunities for students to gain valuable learning experiences.

Reporting to the Director, Faculty Services the Manager, Partnerships and Engagement will

- Conceptualise local plans in alignment with university and faculty strategies in the areas of partnerships and engagement and monitor progress and risks, adapts personal and team priorities and plans as required.
- Provide expert advice to the Faculty on matters relating to partnerships and engagement, including regular reporting on opportunities and challenges within this space for the faculty to consider.
- Establish and maintain strong connections with teams that include Faculty Marketing, Academic Services and Deakin International, Dean of Students office and Student Services to ensure appropriate knowledge sharing across the teams.
- Connect the functional responsibilities within the team, ensuring a cohesive response to opportunities and issues that span the partnerships and engagement space.
- Analyse problems, weigh up a range of options to identify accessible and inclusive solutions and translate complex issues into clear and understandable goals and targets for Deakin.
- Establish systems and procedures to guide work and track progress and strive for excellence and continually evaluate progress and effectively overcomes barriers to achieve outcomes.
- Support and guide others in managing stress, role model optimism in times of change and strive for balance in behaviour in terms of inclusivity, sustainability and excellence.
- Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance, in alignment with Deakin's code of conduct and core university strategies and policies that promote a safe, sustainable and productive working environment.

Accountabilities

- Use knowledge of key business drivers to inform the development of concepts and strategies and use information from a diverse range of people, groups and resources to make critical strategic decisions.
- Translate complex issues into clear and understandable goals and targets for Deakin and encourage and coach others to question traditional assumptions and review practices and policies
- Manage workloads and resources to deliver agreed outcomes and establish systems and procedures to guide work and track progress. Continually evaluate progress and re-prioritises work based on changing needs.
- Integrate multiple data sources to seek trends and analyse specific challenges. Discusses and understand broad constructs rather than concrete examples and implement solutions, evaluate effectiveness and adjust actions as required.
- Draw on a range of information sources to identify new ways of doing things and ways of being inclusive to ensure implementation of continuous improvement strategies in own work area. Use accepted theory and practices to develop and deploy continuous improvement actions.
- Set a positive example of achievement and inspire others to succeed with ethics and recognise and reward performance and behaviours that contribute to the delivery of results and high-quality outcomes that meet the needs of a diverse range of stakeholders.
- Gain stakeholder support and generate enthusiasm about change and develop a safe environment to express views and promote inclusive and respectful issue resolution.
- Provide tailored coaching to enable individuals to deliver high quality solutions and set clear standards of expected behaviour. Lead with values, ethics and emotional intelligence to grow team resilience, inclusion and performance. Actively look for opportunities to celebrate and reward outstanding performance.

Selection

- Postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise; or
- An equivalent combination of relevant experience and/or education/training
- Extensive experience working collaboratively and effectively with multiple internal and external stakeholders and/or clients from business, government or community sectors and students.
- Experience working within an organisation with complex administrative structures, policies and procedures, preferably within the higher education sector.
- Experience in the field of student advising, peer support and transition, career education, or international education.
- Knowledge of graduate employment landscape

Capabilities

- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change.
- **Develops Talent** develops inclusive, capable and engaged teams to meet organisational needs.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Inspires Results** translates strategic priorities into reality, inspires outcomes through others.
- **Strategic Analysis** uses cross-disciplinary knowledge, intelligence and insights to inform future direction.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria, domestic and/or international to attend conferences, events and to represent the university.
- This position requires the incumbent to hold a current Working with Children Check.

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.