

Campus Director

La Trobe University Sydney Campus

Ongoing, Full-Time Role

Navitas is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment.

Navitas is seeking a Campus Director to manage the La Trobe University Sydney Campus (LTUSC), based in Sydney. The Campus Director - LTUSC is responsible for the leadership and long term development and growth of La Trobe University Sydney Campus. Additionally, the role manages all operational aspects of day to day operations, staffing, budgets and strategic planning related to the Campus.

Navitas has an established relationship with La Trobe University through operation of the La Trobe University Sydney Campus (previously ACN), offering Undergraduate degree courses, Diploma and Foundation Studies. The Sydney campus has recently rebranded and relocated to new premises under a renewed ten-year agreement between Navitas and La Trobe University. LTUSC is part of La Trobe Operations, comprising the La Trobe Melbourne pathway College on the campus of La Trobe University Bundoora Victoria, and LTUSC in Sydney. The position of Campus Director LTUSC reports directly to the College Director and Principal La Trobe Operations, who oversees the two delivery sites in Melbourne and Sydney.

Ideal candidates will demonstrate capacity to develop and grow an education business, ability to deliver appropriate educational and financial outcomes, effective relationship management skills, a proactive approach to problem solving and the ability to prepare and present financial reports against budgeted outcomes.

Making a job offer or appointment to this position may be subject to relevant pre-employment checks.

For enquiries on the role please contact Tony Cranshaw, College Director and Principal La Trobe Operations on tony.cranshaw@navitas.com or (03) 9479 1414.

All applications (including a cover letter, resume and references) can be sent to Kylie Craven, UPD HR at kylie.craven@navitas.com and must be received by COB Friday 26th September 2014.

Position Description

Title: Campus Director – La Trobe University Sydney Campus (LTUSC)

Functional Area: Navitas University Programs Division
Reports to: College Director and Principal – La Trobe Operations (LOPS)
Full time or part time: Full Time
Location: Sydney

1. Overview and objectives of the position:

Leadership of the Campus and management of operational aspects of day to day operations, staffing, budgets and planning. The Campus Director LTUSC is responsible for the long term development and growth of La Trobe University Sydney Campus.

2. Key relationships:

Internal

- i. College Director and Principal - LOPS
- ii. General Manager – Victoria & New Zealand, UPD
- iii. Navitas Director & Principals
- iv. Head of Human Resources - UPD
- v. LTUSC staff and students
- vi. Navitas Group Functional teams

External

- vii. Relevant unions
 - viii. La Trobe University senior faculty and management
 - ix. Regulatory bodies
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3. Key result areas:

- i. Drive the strategic planning function for LTUSC, including implementation of the mission, vision and values, and leadership of staff.
- ii. Provide leadership of the Campus including effective management, allocation and development of resources and financial management and controls in accordance with national principles, standards and operational protocols. Ensure that compliance with all aspects of the regulatory and legislative requirements of the industry are maintained.
- iii. Build and maintain constructive relationships with relevant Executives and Managers at the Partner University.
- iv. Collaborate with the CDP - LOPS, Director Marketing & Admissions LOPS and Group Marketing as required to drive performance against Rolling Plans (RPs) and to achieve growth interval targets for Navitas and the Campus in management of Marketing operations.
- v. Monitor Sales and Marketing processes and initiatives, assist in the development of new products and courses at the Campus, and ensure that retention of current students and

recruitment of new students is in line with stated enrolment targets for La Trobe University Sydney.

- vi. In collaboration with the CDP - LOPS and the Director of Finance and Administration NSW UPD (as required); drive performance against Rolling Plans (RPs) and Strategic Plans for Navitas and the Campus in management of Finance operations.
- vii. Drive a teaching and learning focus of Academic standards through appropriate level of entry standards and maintaining quality delivery of teaching and learning according to the needs and expectations of all customers, regulatory agencies and key clients.
- viii. Manage the overall provision of Student Administration services to ensure effective operation, and that all governance and compliance standards are maintained for students.
- ix. Proactively monitor Campus performance and identify innovative improvement strategies to achieve ongoing growth and development.
- x. Responsible for financial outcomes and reporting against budget for LTUSC accurately and within required timeframes.
- xi. Proactively identify potential threats, weaknesses and opportunities for the Campus and build solutions to address these in a timely manner.
- xii. Monitor provision of resources and processes to provide a supportive environment for students and to address their needs while studying.
- xiii. Oversee the overall Public Relations and Media Strategy for LTUSC in collaboration with Director Marketing & Admissions LOPS and in-line with Group Marketing policy.
- xiv. Assist in ensuring that the organisation meets Key Result Areas (KRAs).
- xv. Monitor development needs for members of the LTUSC Management team to ensure ongoing operational effectiveness and to provide professional development opportunities.
- xvi. Management and performance of the quality development and improvement function.
- xvii. Professional representation of the Navitas, LTUSC and Partner University brands through enhancement of strategic alliances among the Navitas group and national and international marketing and educational agencies.
- xviii. Implement registration and accreditation processes that meet all legislative and external reporting requirements.
- xix. Ensure that policies and practices safeguard the health, safety and welfare of staff, customers and other clients in association with senior management.
- xx. Other projects as required.

4. Qualifications and Selection Criteria

Essential:

- i. Post Graduate University qualifications, in educational administration or management with extensive managerial experience in international education.
- ii. Demonstrated leadership skills at both strategic and operational levels, including effective management of resources, financial and human.
- iii. Demonstrated capacity to work effectively within a matrix structure, with focus on collaborating with and influencing various stakeholders.
- iv. Demonstrated experience and effectiveness in change management within a business and in a public-private partnership context.
- v. Relevant experience in management roles in the university pathway programs area.
- vi. Capacity to develop and grow an education business and to deliver appropriate educational and financial outcomes for the Campus, the partner University and for Navitas.
- vii. Highly developed interpersonal, presentation and negotiation skills.

- viii. Open and honest communication style with proven ability in effective conflict resolution and ability to lead difficult conversations.
- ix. Effective relationship management skills, preferably in working with a University Partner.
- x. Proactive approach to problem solving and demonstrated ability to build solutions to address identified challenges and opportunities.
- xi. Ability to prepare and present financial reports against budgeted outcomes.
- xii. Proven ability to initiate, lead and implement growth strategies and tactics which have made a significant contribution to sustainable business growth – preferably in an educational environment.
- xiii. Sound knowledge of equal opportunity, equity and workplace health and safety principles and ability to implement them at the strategic and/or operational level.
- xiv. Experience in the international student environment.

Desirable:

- i. Experience in a post secondary educational environment.
- ii. Experience working in a multicultural environment.