

# College Director and Principal Queensland Institute of Business and Technology 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 formed an important partnership with Griffith University in 1997, when a pathway college was established on the main campus of Griffith University in Brisbane. The relationship has grown and now also encompasses a successful campus on the Gold Coast. Griffith is a leading Australian university recognised for excellence in education and research.

QIBT is a progressive, dynamic institute of higher education which provides Certificate, Diploma and Associate Degree programs to local and international students wishing to progress to a Griffith University degree.

The College Director and Principal is responsible for providing strategic leadership and overall management of the College. This incorporates the academic, administrative, financial, business development and marketing operations of QIBT, the welfare and success of its students and staff, as well as compliance with the regulatory environment governing education and international student welfare. In particular, the College Director and Principal will support the academic agendas of Griffith and Navitas, whilst exhibiting the organisational skills and business acumen to effectively manage a public-private sector relationship.

## Essential Selection Criteria

- Relevant tertiary level qualifications, preferably at postgraduate level, and extensive experience at a senior level in the higher education sector.
- Demonstrated leadership and management skills at both strategic and operational levels, including effective management of human resources and teams.
- Commitment to excellence in teaching and learning and demonstrated experience in leading and improving teaching and learning outcomes.
- Demonstrated experience in effective financial management.
- Highly developed interpersonal, communication, conflict resolution and negotiation skills, with demonstrated ability to deal with confidential and personal matters.
- Proven ability to initiate, lead and implement change to improve the efficiency and effectiveness of operations.
- Demonstrated knowledge of, and commitment to, quality assurance management concepts and issues, with the capacity to apply this knowledge to the accountability of the position.
- Knowledge of and ability to respond to the regulatory framework governing the higher education sector in Australia.
- Sound knowledge of equal opportunity, equity and workplace health and safety principles and ability to implement them at the strategic and/or operational level.

## Desirable

- Experience in an international education or multicultural environment.

## What we offer

An attractive remuneration package will be negotiated with the successful candidate. The Navitas Group offers outstanding long-term career opportunities within Australia and abroad, and is values driven and an equal opportunity employer.

Initial enquiries can be directed to Andrew Dawkins, Executive General Manager Australia and New Zealand, University Programs Division, e-mail: [andrew.dawkins@navitas.com](mailto:andrew.dawkins@navitas.com). Applications, including a cover letter, resume and references, should be sent to [kylie.craven@navitas.com](mailto:kylie.craven@navitas.com).

**Applications must be received by 9am Monday, August 25 2014.**

*Applicants are required to have valid Australian work rights. Successful applicants will be subject to relevant pre-employment checks, which may include a National Police Check and/or a Working with Children Check.*

<b>Position Title</b>	College Director and Principal
<b>Type of Employment</b>	Ongoing Fulltime
<b>This position reports to</b>	Executive General Manager Australia & New Zealand
<b>Directly reporting to this position</b>	Director, Academic Programs and Student Services Director of Finance and Business Systems Marketing and Admissions Director Quality and Compliance Manager

## **QIBT OVERVIEW**

Queensland Institute of Business and Technology (QIBT) is a progressive, dynamic, institute of higher education and part of the publicly listed Navitas group of education providers. With a growing network of colleges situated around Australia, and internationally, Navitas has emerged as an industry leader in providing university pathway programs for domestic and international students.

QIBT is hosted by Griffith University (Griffith) and provides preparatory programs as well as Certificate, Diploma and Associate Degree programs for students progressing to a Griffith degree. The programs cater for a wide range of students, with the majority being international students.

### **1. Broad Objectives**

To work in conjunction with the Executive General Manager (EGM), Australia & New Zealand, in order to achieve the strategic and operational objectives of QIBT.

### **2. Key Relationships**

Key relationships include:

- QIBT staff
- Griffith University executives and key staff
- CEO, Navitas University Programs Division (UPD)
- EGM Australia, Australia & New Zealand
- Members of Senior Leadership Team (SLT), UPD
- Members of the Regional Senior Management Group (RSMG), UPD
- QIBT Academic Board
- Offshore Partners
  
- Relevant Government and Audit Authorities
- Navitas Group HR and Group Finance
- Other Navitas College Directors, UPD
- Navitas Corporate
- Agents

### **3. Key Result Areas**

Key result areas include:

- Providing responsibility for and leadership in all aspects of College governance, strategic planning and implementation including realisation of growth objectives and the effective management of financial, human and physical resources.
- Providing leadership and oversight of the ongoing development and maintenance of a quality assurance framework, ensuring continuous review and improvement in all aspects of College operations.
- Providing leadership in teaching and learning at QIBT in order to meet the reasonable needs and expectations of students, staff and other relevant stakeholders.
- Developing and enhancing strategic alliances with relevant stakeholders, with a particular focus on key relationships at Griffith University, government regulatory bodies, other higher education institutions and Colleges within the Navitas group.
- Operating the College within recognised principles, standards and protocols governing the education sector.
- Identifying and developing growth opportunities which align with both the College and Navitas' strategic direction.
- Contributing to government reviews of the education sector.
- Complying with applicable state and commonwealth laws and regulatory requirements.
- Ensuring compliance with the existing agreement with Griffith University, renewal and development of new agreements with the University.

### **4. General Responsibilities**

As well as efficiently, effectively and equitably achieving the key outcomes listed above the incumbent is expected to:

- work safely, in accordance with WHS policy and procedures;
- abide by the Code of Conduct and all organisational policies and procedures;
- participate in professional collegiate relationships with other staff members, students and management;
- participate in performance reviews and planning;
- undertake other duties consistent with the position as required.

### **Special Requirements**

- Some interstate and international travel may be required.
- Receipt of a satisfactory police clearance.
- Satisfy the requirements of a Fit and Proper Person declaration.

## 5. Qualifications and Selection Criteria

### Essential:

- Relevant Tertiary level qualifications, preferably at postgraduate level, and extensive experience at a senior level in the higher education sector.
- Demonstrated leadership and management skills at both strategic and operational levels, including effective management of human resources and teams.
- Commitment to excellence in teaching and learning and demonstrated experience in leading and improving teaching and learning outcomes.
- Demonstrated experience in effective financial management.
- Highly developed interpersonal, communication, conflict resolution and negotiation skills, with demonstrated ability to deal with confidential and personal matters.
- Proven ability to initiate, lead and implement change to improve the efficiency and effectiveness of operations.
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