

DIRECTOR

CONTRACT	This is a contract position, with appointment to 31 August 2023 (approximately
APPOINTMENT	34 months) with potential for on-going employment
SALARY:	\$120,000 pa
LOCATION:	Albany, with travel throughout the Great Southern region
CLOSING DATE	8 th October 2020 WST 4.00 pm

ABOUT THE ROLE

This is a new position, funded by the Commonwealth Government as part of its Regional University Centre initiative. Primarily, the Director will lead the operations of the regional university centre within a framework of activities endorsed by Regional Development Australia Great Southern. The incumbent will develop and implement strategies to increase participation and outcome levels of tertiary students in the Great Southern region in partnership with the university and vocational education and training sectors. Further information about regional university centres is available on the Commonwealth Department of Education website.

<https://www.education.gov.au/regional-university-centres>

WORK BENEFITS

- Salary packaging
- 9.5% employer superannuation contribution
- Home garaging of work vehicle
- Paid long service leave after 10 years
- 10 days personal leave
- Four weeks annual leave
- Flexible working hours

FOR FURTHER JOB RELATED INFORMATION

Please contact Jan Davidson, A/Director, Great Southern Universities Centre on 0417 958 278 or email ed@rdagreatsouthern.com.au

TO APPLY

Please refer to the Job Description Form (JDF) for full position details as this document will assist you with the preparation of your application.

Applicants are required to submit, by the closing date detailed below:

- A comprehensive Resume including two (2) professional referees (preferably with at least one being a previous/current manager)
- A written application addressing the selection criteria outlined in the attached JDF

Applications can be emailed to admin@rdagreatsouthern.com.au or delivered to RDA Great Southern at the Albany Cooperative Society building, 1st Floor, 46 Frederick Street, Albany.

Please note: The onus is on the applicant to ensure their application is received by the closing date and time. **Late applications will not be accepted.**

Applications close 8th October 2020 WST 4.00 pm.

ATTACHMENT

Director, Great Southern Universities Centre JDF

JOB DESCRIPTION
DIRECTOR – GREAT SOUTHERN UNIVERSITIES CENTRE

LOCATION:	Albany, with travel throughout the Great Southern region
FTE	1.0
REPORTING RELATIONSHIP	Regional Development Australia Great Southern Management Committee through Chair, Education Committee

KEY ROLE STATEMENT

Directs the operations of Great Southern Universities Centre (GSUC), positioning the Centre strategically as a key tertiary education stakeholder in the region. Identifies unmet, new and emerging tertiary demand and works with university partners to determine the need for and viability of, local responses. Works towards the on-going viability of GSUC by pursuing opportunities to attract funding and expand service delivery through initiatives complementary to the GSUC. Assumes responsibility for successful delivery of GSUC core services – student recruitment, attendance and study outcomes. Maintains strong relationships with tertiary providers, Government, schools, community organisations and the region’s corporate sector. Adopts a practical approach to the job, undertaking whatever tasks are necessary at any particular time, given the limitations on staffing and resources.

KEY RESPONSIBILITIES

Planning & Development

- Develops partnerships with universities and VET providers to initiate and support high quality tertiary education delivery in the Great Southern region
- Identifies ‘gaps’ in tertiary education provision in the Great Southern region which could be met by the GSUC’s partnering universities and VET providers
- Maintains awareness of regional economic development and major projects, regional labour market data and structural change occurring within the region’s industries to inform the GSUC’s direction and partnering opportunities
- Takes a business development approach towards the on-going sustainability of the GSUC and its parent body, Study Great Southern, by identifying, developing and implementing products, services and funding arrangements to achieve this outcome
- Leads the GSUC’s strategic and business planning process and develops annual plans for endorsement by the RDA Great Southern Governing Committee
- Plans for the transition of the GSUC to community ownership through the establishment of Study Great Southern as a not-for-profit entity with Community Board arrangements

MANAGEMENT & LEADERSHIP

- Manages and administers the human, financial and physical resources of the GSUC in accordance with the RDA Great Southern governance framework
 - Assumes responsibility for the delivery of GSUC’s core services – including student recruitment, retention and study support.
 - Manages contractual and other relationships with partnering organisations to generate high level outcomes
 - Manages relationships with existing tertiary education providers in the Great Southern region to ensure that GSUC services are complementary to those already provided
 - Leads the implementation of the annual Strategic and Business plans
 - Actively facilitates tertiary education innovation and alternative education delivery strategies, in conjunction with partnering organisations
 - Develops and implements strategies to maximise provision of learning opportunities for clients, including those underrepresented in tertiary education
 - Represents GSUC at a senior level in relevant external forums, working groups and committees
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STUDENT SUPPORT

- Works closely with the GSUC Learning Co-ordinator to ensure optimum functionality of the Centre and the support provided to students
- Works within the student Centre on a regular basis to support students and understand their current and future needs.

OTHER

- Takes a practical approach to GSUC service delivery, acknowledging that all GSUC staff will be required to perform a range of tasks at times, due to limited staffing and support services
 - Other duties as required by the RDA Management committee
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SELECTION CRITERIA

Essential

1. Current knowledge of and experience in, the tertiary education sector, including the provision of academic support services
2. Demonstrated ability to develop productive relationships with stakeholder groups, to support positive organisational outcomes
3. Business development skills, including the ability to identify, analyse and assess growth opportunities and act on those deemed relevant to organisational sustainability
4. Demonstrated ability to perform with a high level of initiative and autonomy
5. High level communication skills, including the ability to facilitate strategic discussion, research and prepare business plans and reports
6. Ability to use computer software as a management and presentation tool

Desirable

1. Tertiary qualifications in a relevant discipline

Other Requirements

1. Ability to travel regionally and beyond, as necessary (drivers licence essential)
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SPECIAL CONDITIONS

Nationally Coordinated Criminal History Check (NCCHC)

All staff appointed to positions with Great Southern Universities Centre are required to provide a Police Clearance prior to commencing duty.

Working with Children Check (WWC)

All staff appointed to positions with Great Southern Universities Centre are required to provide a WWC prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Eligibility

To be eligible for appointment applicants must have a working visa or permanent residence
