

Position description

Greater together 

Position title:	Coordinator, Regional Strategy and Engagement
Institute/School/Centre/ Directorate/VCO:	Global and Engagement
Campus:	Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Professor Andrew O'Loughlin, Director, Regional Strategy and Engagement Telephone: (03) 5122 6154 Email: andrew.oloughlin@federation.edu.au
Recruitment number:	JR100019

Position summary

The Coordinator, Regional Strategy and Engagement, (Gippsland) reports to the Director, Regional Strategy and Engagement, Gippsland. The Coordinator, Regional Strategy and Engagement is responsible for the coordination of central campus administration and plays a critical role in the delivery of the Cooperative university model and in the administration of the Engagement portfolio and Gippsland Campus Plan.

The Coordinator, Regional Strategy and Engagement is responsible for the comprehensive provision of administrative support to the Director, Regional Strategy and Engagement and other senior Engagement executives, at the Gippsland campus, ensuring the efficient delivery and planning of workloads and projects.

The Coordinator, Regional Strategy and Engagement will be working in a dynamic, complex environment, requiring a high level of adaptability to meet the diversity of challenges whilst maintaining a high level of professionalism and collaboration with staff, key external stakeholders, and community.

Portfolio

The Global and Engagement portfolio leads the University's domestic and international engagement activities, and consists of the Global Professional School, Engagement, and Alumni and Advancement.

The Global Professional School is responsible for marketing, recruitment and admissions of international students and manages education partnerships delivering Federation University programs within Australia and in other countries. The school manages bridging and pathway programs for domestic and international students. The school develops opportunities for Federation University students to undertake an overseas study or work experience, building their global and cross-cultural competence.

Engagement is responsible for engagement and development with key stakeholders including local government, businesses, industry, and communities, to raise the profile of the University, to maximise partnership value and to ensure that the University maintains relevancy and continues to respond to stakeholder needs.

Federation University stays in touch with our alumni through the Alumni and Advancement team. Our alumni are exemplars of how education can make a difference and the University values the contributions of our alumni in their communities.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Support the implementation of the Gippsland Engagement Plan, ensuring that key actions and timelines are achieved.
2. Establish and maintain networks and relationships to facilitate the effective and efficient delivery of operational and administrative support to the Director, Regional Strategy and Engagement and Associate DVC Engagement.
3. Liaise with internal and external stakeholders to coordinate meetings and other events, including room bookings, inclusive of but not limited to diary management.
4. Support the Director, Regional Strategy and Engagement, Associate DVC Engagement and other senior portfolio executives with the implementation of engagement and business development activities to ensure growth in Gippsland, including the Regional Skills Network and Industry Advisory Groups.
5. Provide high level support to the Director, Regional Strategy and Engagement and other senior executives, including VCST and Council Members where required, in the preparation of documents and presentations for both internal and external use; prepare papers/minutes, and administration of paperwork relating to delegated authorities.
6. Diary management and coordinate meetings/committees (internal and external) for the DRSE and Associate DVC Engagement, exercising judgement daily to resolve conflicting priorities and commitments.
7. Manage queries and requests directed to and by the Director, Regional Strategy and Engagement, including redirection when appropriate and undertaking actions on behalf of the Director, Regional Strategy and Engagement as required.
8. Coordinate the management of the office in a professional and efficient manner, including the management of office resources, systems, procedures, and the equipment asset register, ensuring University policies are followed.

9. Coordinate HR recruitment activities, scheduling panel interviews, preparing packs for panel members, booking venues, including completing all necessary forms for access, IT, HR, and Finance.
10. Coordinate staff training, development, and team culture days.
11. Coordinate travel arrangements as required, working with approved suppliers where applicable and exercising judgement in terms of itinerary and budget considerations.
12. Contribute to the management of OHS risk at the Gippsland Campus and ensure appropriate actions are implemented.
13. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
14. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Coordinator, Regional Strategy and Engagement reports to and works under the general direction of the Director, Regional Strategy and Engagement. The position will independently coordinate and facilitate administrative processes for the campus, working closely with relevant staff at the campus and with senior staff across the University. The position is also responsible for developing, implementing, and monitoring effective and efficient processes for the coordination of workload and work in progress for the Director, Regional Strategy and Engagement Office. The position will ensure adherence to relevant University policies, procedures and timelines and contribute to a range of projects within the Gippsland Engagement Plan.

The Coordinator, Regional Strategy and Engagement will provide advice and support to the wider University community on matters pertaining to policies and procedures and external regulations as related to the office of the Director Regional Engagement and Strategy using initiative to innovate within own function and take responsibility for outcomes, work independently to resolve problems/issues in relation to planning, conflicting priorities and in undertaking projects.

The Coordinator, Regional Strategy and Engagement will exercise independence and judgement within the framework of established policies and procedures, and protocols when dealing with those external to the University.

Position and organisational relationships

The position is expected to establish and maintain strong internal relationships with staff and external relationships with industry, governments, education bodies, funders, and communities.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a degree with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

2. Demonstrated experience in the provision of high executive-level support, including the ability to maintain confidentiality and discretion.

3. Demonstrated high level organisational skills and experience in the Higher Education sector including the ability to work effectively under pressure without immediate supervision whilst maintaining quality outputs.
4. Demonstrated analytical and problem-solving skills, with the capacity to use initiative to develop rapid and sound solutions to problems and issues.
5. Demonstrated interpersonal and communication skills, including the proven ability to establish collaborative working relationships and contribute positively to a team and liaise effectively with a wide range of people from different cultural backgrounds and levels within an organisation.
6. Demonstrated high level written and verbal communication skills including the ability to draft correspondence, presentations, and minutes.
7. Demonstrated ability and extensive knowledge and experience in the use of the Microsoft Office suite of programs (Word, Excel, PowerPoint, Outlook), online wiki's and website administration.
8. Demonstrated ability to work with a high degree of autonomy and sound judgement to be able to make day to day decisions regarding the operations of the office administration.
9. Demonstrated project, organisational, time management and problem-solving skills, initiative.
10. Experience working in a university or research environment.
11. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.