

## Position Description Form

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<b>Position Title:</b> Executive Officer Student Engagement	
<b>Department:</b> Student Engagement, International and Community Partnerships	
<b>Position Reports to:</b> Executive Director Student Engagement, International and Community Partnerships	
<b>Direct Reports:</b> None	
<b>Position Description Issue Date:</b>	March 2021
<b>Location:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly, you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

### About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

### Position Purpose

- Provides high-level operational and strategic management and the coordination of all activities associated within the Student Engagement, International and Community Partnerships portfolio;
- Enhances the student experience by driving and leading the completion of a range of key Student Engagement projects, developing strategy and position papers with respect to issues;
- Under broad direction this role is to manage and focuses on supporting the Executive Director in the achievement of strategic goals and delivering operational outcomes efficiently and to the highest standards; and
- Collaborates with key internal and external stakeholders, including academic and professional staff, government agencies and other relevant bodies as well as independently liaising with senior level staff within Melbourne Polytechnic.

### Key Responsibilities

- Provide high-level strategic advice and support to senior staff within the Student Engagement, International and Community Partnerships portfolio, contributing to overall operational and/or strategic planning, financial and resource management.
- Develop, implement and manage creative strategic projects, including coordination of expertise across the organisation, to ensure that all project deliverables are met within a tight budgetary framework and that the Division meets its strategic commitments.
- Develop and facilitate interdepartmental collaboration to ensure decisions are made in a timely manner and in the best interest of the project, department and Institute.

## Position Description Form

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- Provide high-level support to project pipelines by effectively managing resource availability, monitoring project budgets, capacity, and skills sets.
- Lead and deliver training to staff on established frameworks at the conclusion of various projects to ensure effective implementation.
- Independently undertake research and analyse initiatives, trends and issues both internal and external to Melbourne Polytechnic on behalf of the Executive Director, and prepare recommendations, reports and briefings from these findings.
- Prepare business case recommendations, briefings, and discussion and strategy papers for the Executive Leadership Team and Melbourne Polytechnic Board.
- Coordinate and provide high-level secretarial support to committees and working parties led by the Executive Director. This includes coordinating actions leading to or arising from decisions made during these sessions.
- Provide subject matter expertise and authoritative policy advice across a range of programs or activities undertaken by the Student Engagement Portfolio.
- Be responsible and drive the development and implementation of policies and procedures to enhance the student experience in consultation with stakeholders.
- Ensure all project deliverables are met within a tight budgetary framework and assist the Executive Director in development and monitoring financial management.
- Initiate and foster professional and positive relationships across Melbourne Polytechnic and with key external stakeholders.
- Communicate and work with other teams across Melbourne Polytechnic to execute processes that fall under the responsibility and authority of the Executive Director.
- Provide authoritative advice to the Executive Director on any issues or complex matters that might arise, and provide recommendations.
- Act on behalf of the Executive Director by responding to internal and external enquiries and correspondence within the scope of the position.
- Responsible for projects that may involve major change within the Student Engagement, International and Community Partnerships portfolio and other areas of Melbourne Polytechnic operations.

### Key Relationships

#### Internal

Executive Director Student Engagement, International and Community Partnerships

Directors/Managers within Student Engagement, International and Community Partnerships

Cross-institutional Executive Directors/Directors

Relevant MP staff and students

## Position Description Form

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### External

Department of Education

Students

Relevant Industry Bodies

Relevant Government Agencies

### Key Performance Indicators (KPI)

To be developed with the Executive Director Student Engagement, International and Community Partnerships

### Key Selection Criteria

- Completion of a bachelor degree with extensive executive officer administration experience and/or management; or an equivalent combination of relevant experience and/or education/training.
- Significant knowledge and experience in the tertiary education sector with high commitment to enhancing the student experience.
- Strong experience in developing policy papers, business cases, presenting papers/reports, and providing executive support.
- Demonstrated effective interpersonal and negotiation skills with experience in strongly collaborating with diverse internal and external stakeholders.
- Demonstrated commitment and experience in using sound judgement in decision making, together with a strong track record of achievement in relation to strategic goals and process improvements through the adoption of innovative approaches.
- Proven project management and program delivery and execution.
- High-level conceptual, planning and organisational skills with the proven ability to lead projects, prioritise tasks, and meet deadlines in a demanding environment.
- Experience in data analytics and reporting (preferred).
- Demonstrated ability to research, critically analyse information and provide recommendations.
- Highly effective communication, negotiation and influencing skills including the ability to obtain support at senior industry and government levels for the delivery of programs and service.
- A high energy level and ability to thrive in a fast-paced environment with minimum to little supervision.
- A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles in a university context.

## Position Description Form

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### Behavioural Competencies

At Melbourne Polytechnic, all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

### Limits of Authority

Role does not control a budget  
Role does not have staff reporting directly to it.

### Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

### Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

### Sign Off

\_\_\_\_\_  
*Employee's Name*

\_\_\_\_\_  
*Department Manager's Name*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Department Manager's Signature*

Date:    /    /

Date:    /    /