Position Description

Manager Academic Policy and Governance

Position No:	50146870
Business Unit:	DVC (Academic)
Division:	Office of DVC (Academic)
Department:	Academic Strategy and Operations
Classification Level:	HEO9
Employment Type:	Full-Time/Continuing
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - http://www.latrobe.edu.au/about

Position Context/Purpose

The Manager, Academic Policy and Governance leads the end-to-end management and continuous improvement of La Trobe University's academic policy suite. The position ensures academic policies, procedures, standards and related instruments are coherent, current, evidence-informed, operationally effective and aligned with the University's strategic objectives, governance requirements and external regulatory obligations.

Working across the University, the position manages the academic policy lifecycle from intake, prioritisation, research and benchmarking through policy design, consultation, approval, implementation, monitoring and review. The role provides authoritative advice to senior stakeholders and governance bodies, coordinates complex policy reform, and builds organisational capability so that policy is understood, implementable and effective in practice.

Duties at this level will include:

Policy portfolio stewardship and strategic planning

- Lead and manage the University's academic policy portfolio, including the policy roadmap, review schedule, intake and prioritisation of new and revised policy work, and oversight of policy status, interdependencies and risks.
- Shape the strategic direction and continuous improvement of the academic policy function, identifying emerging regulatory, strategic and operational issues and planning policy activity to meet current and future University needs.
- Monitor developments in the higher education sector and undertake environmental scanning, sector benchmarking, regulatory analysis and review of institutional performance to identify opportunities, risks and areas requiring policy or process improvement.

Policy development, analysis and consultation

- Lead the end-to-end development and review of academic policies, procedures, standards and related instruments, ensuring they are evidence-based, coherent, accessible, appropriately scaffolded and aligned with legislation, the Higher Education Standards Framework and University strategy.
- Develop evidence-based policy options and recommendations, drawing on research, benchmarking, regulatory requirements, institutional evidence and assessment of alternative approaches.
- Design and lead consultation with students, academic and professional staff, senior leaders, governance bodies and relevant external stakeholders, synthesising feedback, negotiating competing requirements and building support for effective policy outcomes.

Governance, impact assessment and implementation

- Assess the implications and implementation requirements of proposed policy changes, including academic quality, legal and regulatory compliance, operational processes, systems and data, resourcing, equity, risk, communications and change impacts.
- Coordinate policy governance and approval pathways, working with policy owners, senior stakeholders and University governance bodies to ensure proposals are appropriately considered, documented and progressed.
- Plan and coordinate implementation with responsible areas, including communications, guidance and training, business process and system readiness, transition arrangements and clear implementation accountabilities.

Assurance, evaluation and continuous improvement

- Monitor the implementation, operation and effectiveness of academic policy using defined measures, stakeholder feedback, operational data, assurance findings and other evidence, and identify emerging or unintended impacts.

- Lead scheduled and post-implementation reviews and recommend corrective action, policy amendment or other improvements where policy objectives are not being achieved.
- Review the effectiveness of the University's academic policy lifecycle, frameworks, practices and supporting tools against sector good practice, identifying and leading improvements that strengthen policy quality, usability, efficiency and assurance.

Strategic advice, engagement and capability

- Provide authoritative strategic advice on academic policy and related regulatory and governance matters to senior leaders, Schools, Divisions and University governance bodies, integrating complex internal and external requirements into practical recommendations.
- Prepare high-quality analysis, advice and reporting for senior management and governance bodies on the academic policy portfolio, emerging issues, implementation risks, assurance findings and improvement priorities.
- Build institutional policy capability through practical guidance, tools, templates, coaching and engagement, and represent the University in relevant external sector forums and policy discussions.

Essential Criteria

Skills and knowledge required for the position

Qualifications and professional expertise

- A degree with extensive relevant experience and management expertise; postgraduate qualifications with extensive relevant experience; or an equivalent combination of relevant knowledge, training and/or experience.
- Demonstrated expertise in managing the end-to-end policy lifecycle in a complex organisation, including policy development, consultation, governance, implementation, monitoring, evaluation and review.
- Demonstrated knowledge of the Australian higher education regulatory and quality environment, including the Higher Education Standards Framework, and the ability to interpret regulatory requirements and translate them into practical institutional policy and advice.

Policy analysis, governance and continuous improvement

- High-level research, analytical and systems-thinking capability, including demonstrated experience using environmental scanning, sector benchmarking, institutional evidence, risk and stakeholder insights to identify emerging issues, develop policy options and evaluate policy effectiveness.
- Demonstrated experience establishing and improving fit-for-purpose policy governance and assurance processes, including portfolio planning and prioritisation, review scheduling, implementation readiness, performance reporting and management of policy records and information.
- Proven ability to develop innovative and practical solutions to complex policy, governance and organisational issues and translate strategic or regulatory change into effective institutional practice.

Stakeholder engagement, influence and change

- Demonstrated ability to lead complex consultation and change processes, reconcile competing perspectives and priorities, and achieve sound institutional outcomes in a complex organisational environment.
- Highly developed interpersonal, negotiation and influencing skills, with demonstrated ability to establish effective relationships and provide authoritative advice on sensitive and complex matters to senior leaders, governance bodies and a diverse range of internal and external stakeholders.

Communication

- Excellent written and verbal communication skills, with demonstrated ability to communicate complex policy, regulatory and governance matters clearly and persuasively for different audiences, and to produce high-quality policies, procedures, executive briefs, governance papers, reports, guidance and implementation materials.

Capabilities required to be successful in the position

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking – generating ideas and recommending solutions to local and organisational problems.
- Ability to operationalise strategy, adapt quickly to disruption and successfully lead people through change – building a culture in which staff members actively contribute to the improvement of local and organisational practice.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace

where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:



*We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.*



*We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.*



*We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.*



*We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.*

For People & Culture Use Only

Initials: Date: