

General Manager Sport, Health and Engineering

Classification: Senior Staff

POSITION NUMBER	951565
POSITION REPORTS TO	Executive Dean, College of Sport, Health and Engineering
COLLEGE / PORTFOLIO / DEPARTMENT	Higher Education Portfolio
LOCATION/CAMPUS	The position is located at the Footscray Park campus. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

OVERALL PURPOSE

The General Manager is a key leadership role within the College of Sport, Health and Engineering and provides strategic advice and professional support to the Executive Dean and College Executive team to ensure the effective management of the College to drive whole-of-enterprise outcomes. Aligned to the priorities of the Deputy Vice-Chancellor of Higher Education, the role ensures that strategies, policies and targets are effectively delivered, enabling Victoria University (VU) to achieve the objectives of its [Strategic Plan, 2022-2028: Start Well. Finish Brilliantly.](#)

The General Manager is a critical member of the College Executive team in providing strategic advice and professional leadership of the College's operations in a way that delivers business outcomes and enhances both the student and the staff experience. This role reports to the Executive Dean and is responsible the implementation of its learning and teaching, research with impact, and industry engagement activities, underpinned by the strategic and operational plans of the university.

The General Manager has overall accountability for business development, devising and implementing the College Operational Plan and associated reporting, in order to achieve strategic and operational college KPIs by cultivating high performance, multi-functional teams to deliver exemplary, value added services and implement student-centred initiatives through effective decision-making, excellent communication and engagement, project management and execution of operational and strategic initiatives. It ensures an integrated approach to the operational and strategic functioning of the College, providing innovative, high-level services, in adherence to University policies and procedures, and quality assurance standards.

The General Manager needs to operate strategically and operationally across the College, to effect sound judgement, including proactive and effective responses to urgent and critical matters, on behalf of the Executive Dean.

The College of Sport, Health and Engineering comprises approximately 10,800 students, 258 staff and has an annual operating revenue of approx \$115m. The College comprises the disciplines of:

- Built Environment, Civil Engineering, Mechanical Engineering, Architectural Engineering, and Electrical and Electronic Engineering

- Biomedicine and Life Science (Nutrition and Dietetics, Anatomy and Physiology, Science, and Outdoor Recreation and Environmental Science)
- Clinical Science (Psychology, Counselling, and Dermal Science)
- Nursing and Midwifery
- Allied Health (Social Work, Speech Pathology, Paramedicine, and Public Health)
- Sport and Movement Sciences (Sport and Exercise Science, Physiotherapy, Chiropractic and Osteopathy).

The focus for the College is to create opportunities for greater interdisciplinary work between disciplines in terms of teaching and research. This cohesive alignment is designed to offer more opportunity to encourage interdisciplinary, industry-engaged research and teaching collaboration, enabling Victoria University (VU) to achieve the strategic and operational objectives, delivering quality learning and teaching programs, employment opportunity outcomes and enhancing the student experience.

The College offers a variety of courses ranging from undergraduate degrees through to postgraduate qualifications, with the majority of the programs offering learning experiences in close association with key industry partners.

ORGANISATIONAL ENVIRONMENT

VISION

Victoria University's *Strategic Plan 2022-2028: Start Well, Finish Brilliantly* commits the University to the bold vision to be 'a global leader in dual sector learning and research by 2028'.

PURPOSE

Victoria University emboldens its people to design their future and has a deep commitment to Protecting Country.

STRATEGY

VU has innovated a new pedagogic and curriculum approach – the [VU Block Model™](#). This, along with the VU First Year College™, has been one of the leading learning and teaching innovations in the Australian tertiary education sector over the past decade. Our embedded VU Polytechnic is a leading TAFE provider, renowned for its industry collaboration and its digital innovation in delivery. As a result, *Doing Dual Differently* is one of our five core strategic drivers and points of uniqueness.

VU is a top 10 sports science universities in the world with more recent, yet equally profound, achievements in health sciences; immunology; green engineering; the circular economy; and Indigenous history.

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting and advancing First Nation perspectives. We will ensure that we respect the voices of First Peoples and will honour our profound commitment to Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and well-being of our local and global communities, and the planet that we share.

To achieve our vision, we have identified five strategic drivers:

1. Doing Dual Differently
2. Partnering with Principle

- Maximising Research with Impact
3. Protecting Country
 4. A Thriving Place to Study and Work.

The University provides educational opportunities to approximately 41,000 students, including around 12,000 international students both in Australia and overseas. VU has campuses across Melbourne's western suburbs and in the heart of Melbourne's CBD, including the VU City Campus – the tallest vertical campus in Australia – launched in 2022. International students can choose to study at VU in Melbourne, VU Sydney, VU Brisbane (as of 2023) or partner institutions overseas. Footscray Park campus is the home campus and is located in West Melbourne.

MAJOR CHALLENGES / FREEDOM TO ACT

This position reports to and receives broad direction from the Executive Dean and operates within University policies, procedures, guidelines, and legislative and regulatory requirements.

A major challenge of this role is to establish new ways of working to ensure a work culture that is agile, responsive, serviced oriented, and strategically aligned. Key to this will be the need to drive continuous quality improvement and overall performance through effective strategic and operational planning.

As an important enabling and leadership function, this role supports the work of the College. The General Manager will take a leading role around any matters that affect the College professional and Technical staff workforce. The role will work closely with Finance and People and Culture business partners, and other University enabling services, to achieve strategic objectives, drive College and enterprise-wide work process improvements and operational efficiencies.

The role will need to work effectively within the management and governance structures of the University, as well as using informal networks and processes.

Working with the College Executive, the General Manager will manage the overall budget and lead cross-functional teams across the business to develop compelling go-to-market initiatives and programs, while strengthening positioning and messaging. In addition, the role will take responsibility for shaping an agile and productive organisational culture.

MAJOR DUTIES

Strategic Leadership

1. Provide strategic leadership and foster enterprise-wide teamwork to position Victoria University as a university of first choice for students, staff, industry, community and government.
2. Be accountable for the development, implementation and reporting of the College's Operational Plan as part of the University's strategic planning cycle.
3. Drive the high-level strategic leadership of the College operations, overseeing a broad range of enabling operational and support services.
4. Undertake business planning and development.
5. Prepare analytical and briefing documents as required.
6. Manage all operational aspects for the College to ensure initiatives are implemented on time, within budget, and with appropriate consultation and communication within the College.

7. On behalf of the Executive Dean and in collaboration with the Finance Business Partner, facilitate the coordination of the budgeting and resourcing process in the College.
8. Provide thought leadership on opportunities to improve the service model to achieve excellence in the delivery of integrated, effective and efficient services.
9. Provide a shared vision for operational excellence through active participation in priority setting, strategic planning, financial and risk management, business and financial performance monitoring and maintaining effective organisational structures.
10. Ensure effective communication, stakeholder engagement, and change management strategies are in place.

People and Performance

11. Build a workplace culture where staff understand the broader College and their role in achieving the strategic priorities.
12. Create and support a work environment of continuous improvement of business practices, operations and service provision.
13. Ensure appropriate structures, systems and processes are in place to recognise talent and grow capability, to drive high performance, productivity and recognition.
14. Optimise professional staff performance through ongoing use of the VU performance development process, providing feedback, recognition and initiating performance improvement strategies if required.
15. Be responsible for workforce planning and recruitment processes, advising the Executive Dean and the College Executive team, in collaboration with the People and Culture Business Partner, on the human resource management of the College.
16. Manage having a workplace that reflects our commitment to diversity, inclusivity and intersectionality that ensures staff feel safe and supported.
17. Demonstrate leadership and commitment to wellbeing by working with College staff to make this meaningful and actionable in the work environment.

Financial and Resource Management

18. Lead and take accountability for the operational management of the College, including the provision of authoritative financial, governance, policy, and resourcing advice in accordance with University strategic priorities, policies and procedures.
19. Ensure a commitment to financial cost constraint and prudent use of resources so that the University is able to grow its resource base and invest in its strategic priorities.
20. Monitor overall budget and expenditure, initiating action to resolve issues and make recommendations to the College Executive for managing any problem areas.
21. In conjunction with the College's Finance Business Partner, provide direction in relation to budget analysis and forecasting as required, including monitoring against actual outcomes.
22. Ensure that the College Executive are well informed and advised on the financial operations of the College.
23. Ensure that staff within the College are accountable and compliant with financial policy and procedure.

Quality Assurance

24. Lead effective communication of employees' responsibilities under all relevant legislative and regulatory provisions across the University.
25. Ensure compliance with all relevant regulatory frameworks and ensure that they are applied consistently and effectively across the College.
26. Inspire a culture which respects the obligation to manage public monies and other resources responsibly and with probity.
27. Ensure that the College meets the requirements of relevant regulators, TEQSA, ASQA and accrediting bodies.

Social, Environmental and Financial Impact

28. Commit to sustainable practice and action in all that the University does and ensure that decisions align with our commitment to Protecting Country.
29. Develop and maintain an annual OHS plan and provide sufficient resources and leadership to ensure statutory compliance and requirements is equivalent to the best in the sector.

In performing the above duties, the incumbent is required to comply with quality assurance policies and procedures, and other relevant legislative and regulatory requirements applicable to the University.

SELECTION CRITERIA

Essential

1. A relevant postgraduate qualification and proven expertise in the management of a College (or equivalent) or an executive office within a complex environment.
2. Extensive experience in leading the successful development and implementation of an organisation's strategy, planning and performance capability, governance and outcomes in a fast paced and high-pressure environment.
3. Exceptional analytical and conceptual skills, with proven ability to adapt to new situations and develop creative solutions to complex strategic and operational issues.
4. Significant leadership and management capabilities and demonstrated high achievement at a senior level in a large organisation, including financial acumen and a demonstrated ability to positively motivate and lead staff, displaying openness and resilience in a high pressure and changing environment.
5. Proven ability to effectively lead and manage a team of professionals to deliver outstanding outcomes and to develop and integrate contemporary approaches to service delivery and driving performance.
6. Demonstrated ability to manage large-scale resources in a large and complex organisation.

7. A well-developed understanding of organisational dynamics and change management methodologies, particularly in the higher education or similar sector.
8. Astute analytical and problem-solving skills, with the capacity to think creatively, act strategically, be flexible and the ability to provide qualitative and quantitative analysis and insights to complex issues.
9. Exceptional written and verbal communication skills including development of business cases, reports and presentation material in a clear and concise manner.
10. Proven outstanding interpersonal and communication skills with the ability to negotiate, consult, influence, and build consensus at the highest levels.
11. Highly developed organisational and time management skills with proven ability to deal effectively with high volume workload, competing priorities and unexpected events, exercising judgement and taking action accordingly, and ensuring tasks are completed on time.
12. Proven ability to develop and maintain positive working relationships with both internal and external stakeholders that are mutually beneficial, and support the achievement of organisational goals.
13. Proven ability to drive a value based culture of ethical conduct, collaboration and participation, role modelling high standards of cooperative and collaborative behaviour.
14. Proven ability to implement and monitor management systems to ensure that OHS risks arising from the operations of the area under their responsibility are managed well, combined with a sound knowledge of and commitment to OHS principles with a demonstrated ability to integrate and implement these at the strategic level.
15. Demonstrates strong leadership in the support and development of VU Values:
 - Always welcoming
 - Always ethical
 - Always sharing the future
 - Always together.

Desirable

1. An understanding of the internal and external conditions impacting the operation of a dual sector university.

ORGANISATIONAL CHART

*Denotes vacant position

