

Manager, Business Development

HEP Level 9

POSITION NUMBER	959974
ORGANISATIONAL UNIT	Transnational Education Partnerships, VU Global
POSITION REPORTS TO	Director, TNE Partnerships
OVERALL PURPOSE	The overall purpose of the Manager, Business Development is to lead transnational education and third party delivery development opportunities from initial scoping through to project implementation and first delivery.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with the Transnational Education Partnerships team ◆ works with all stakeholders from the Tertiary Education Portfolio, Students Portfolio, IT Services, Digital and Campus Services, VU Global, Marketing and Communications and the Centre of VU Transitions <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ Relevant government agencies, university partners and prospective partners.
LOCATION/CAMPUS	The position is currently located at the City Queen Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

Commitment to Protecting Country:

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

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

ORGANISATIONAL UNIT

The TNE Partnerships Unit is responsible for the development and management of Victoria University's transnational education partnerships and program operations. With around 8000 students enrolled in ELICOS and higher education courses, the University is one of the largest providers of Australian qualifications outside Australia. VU's current TNE partners are located in seven locations across China, Malaysia, India, Vietnam and Sri Lanka. The TNE Partnerships Unit is also responsible for oversight of course delivery arrangements for the Sydney campus, as well as partnership and contract management, working closely with the Campus Director and Principal for VU Sydney, and VU's partner, Education Centre of Australia.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Undertake comprehensive research on markets, delivery models, competitors, in-country legal and regulatory conditions, due diligence and feasibility of new opportunities that align with the University's strategic goals, result in positive return on investment and reputational benefit for the University.
- ◆ With support from the Director, TNE Partnerships and TNE Partnerships team Manager, develop and manage business case proposals through the University's governance approvals processes, including due diligence, risk assessment and feasibility analysis.
- ◆ Lead the implementation of University-approved transnational education development projects from initial scoping through to first delivery, ensuring that key objectives, milestones and deliverables are met, with support from key stakeholders and workstream groups.
- ◆ Build strong relationships with VU partners and internal stakeholders particularly within the relevant Colleges (VE and HE) Services and departments to ensure collaboration to complete project deliverables within specified timeframes and budgets.
- ◆ Provide strategic advice and recommendations to the University's executive management and ensure that appropriate, relevant and timely reporting mechanisms are implemented and conducted.

- ◆ Provide leadership and authoritative advice on issues relating to the external environment and its implications for the University's Transnational Education business operations, including recommendations for action and the identifications of risks.
- ◆ Manage the preparation of high quality, strategic documents, presentations and briefings to support informed high level decision-making by the University Executive.
- ◆ Develop Agreements and Operative Schedules consistent with current University legislative and policy requirements, ensuring compliance with relevant audit, governance and legislative requirements across the University.
- ◆ Identify, assess, prioritise and control risks to the health and safety of staff, students, visitors and contractors to the environment arising from the operation of the area under their responsibility, and ensure that a safe system of work is developed and followed through appropriate training, supervision and monitoring in line with the annual OH&S Plan.
- ◆ Adhere to and cooperate with all OH&S policies and procedures of the University.

TYPICAL/MAJOR CHALLENGES

- ◆ Exercising sound judgement and professional independence when monitoring and responding to sensitive, fast-moving and complex project or organisational issues, including those with significant reputational or operational risk for the University.
- ◆ Ensuring business cases, proposals and strategic documents are comprehensive, evidence-based, financially viable and clearly communicated to support high-level decision-making by University Committees and governing bodies.
- ◆ Influencing and negotiating with senior stakeholders across the University and external partners—often without formal authority—to progress project objectives and ensure alignment in a dynamic and complex transnational education environment.
- ◆ Maintaining strong and effective working relationships with internal and external stakeholders, while managing competing priorities, emerging opportunities, and delivery challenges across multiple workstreams and project governance structures.

LEVEL OF SUPERVISION

Operates under broad direction from Director, TNE Partnerships and will be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Extensive knowledge and experience in the design, development and implementation of business development strategies within international and transnational education contexts.
- ◆ Advanced project management expertise, including the application of methodologies, processes and digital enablement approaches to complex, multi-stakeholder education projects.
- ◆ Highly developed capability in producing high-quality, strategic reports, business cases and related documentation, including the effective visual communication of complex information.
- ◆ Expert-level proficiency in Microsoft Office and contemporary digital tools, with the ability to apply technological innovations to enhance project delivery and support informed decision-making.

- ◆ Strong knowledge and experience in stakeholder communication, negotiation and engagement, together with an understanding of quality assurance frameworks, relevant legislative requirements and policy compliance in the tertiary education sector.

KEY SELECTION CRITERIA

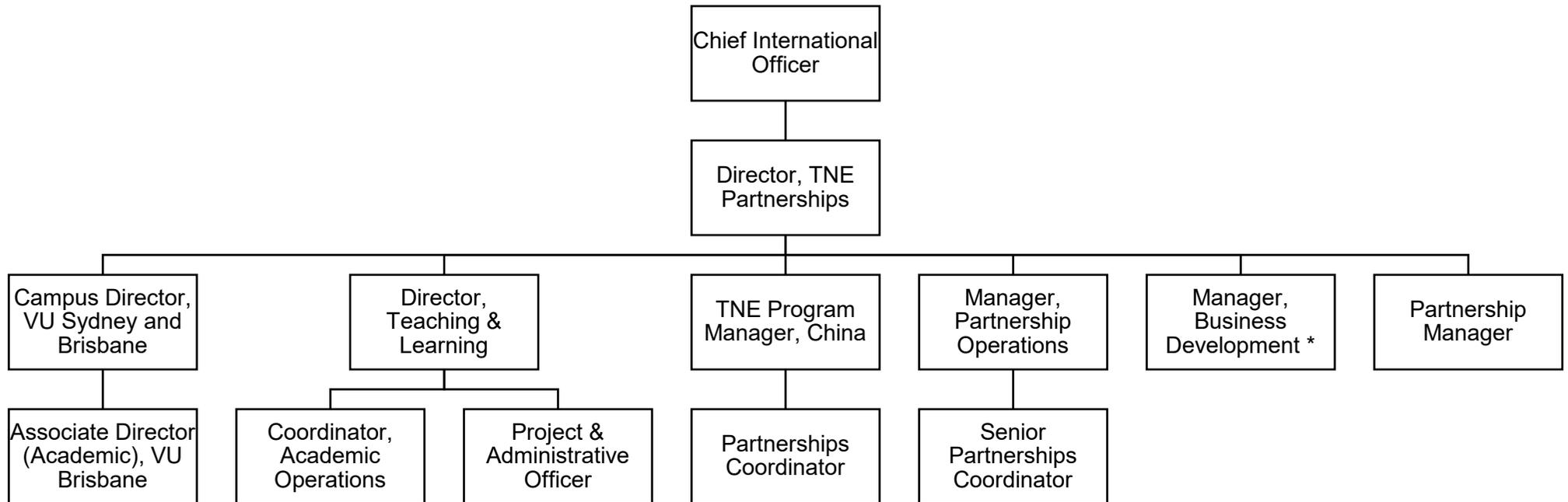
Essential

1. Knowledge or Training equivalent to: Postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.
2. Excellent relationship management skills, with a demonstrated ability to develop and sustain effective strategic relationships with key stakeholders and colleagues, including the capacity to influence, negotiate and provide specialist advice at senior levels.
3. Demonstrated experience in developing and implementing new education partnerships and programs, preferably within transnational education environments.
4. Highly developed interpersonal, cross-cultural and communication skills, with the ability to negotiate effectively and work through complex issues with staff, students, external clients and other stakeholders.
5. Strong analytical and problem-solving capability, with the capacity to think creatively, act strategically, adapt to changing priorities and provide both qualitative and quantitative insights to complex issues.
6. Exceptional written and verbal communication skills, including demonstrated ability to prepare high-quality business cases, strategic documentation and presentation materials in a clear, concise and compelling manner.
7. Demonstrated ability to manage competing priorities while leading multiple projects concurrently, consistently delivering high-quality outcomes within required timeframes.
8. Demonstrated ability to work independently in an ambiguous environment, to prioritise work demands, to respond to urgent requests when required and to manage confidential and sensitive material.
9. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

Desirable

1. Experience working with international partners, government agencies or regulatory bodies in the tertiary education sector .
2. Knowledge of in-country regulatory, compliance or quality assurance frameworks relevant to transnational education.

Organisational Chart



*denotes position