

Administrative Team Leader (Program Delivery, Events and Marketing)

HEP Level 6

POSITION NUMBER	913040
ORGANISATIONAL UNIT	College of Sport, Health and Engineering
POSITION REPORTS TO	College Operations Manager
OVERALL PURPOSE	The overall purpose of the Administrative Team Leader is to lead and optimise the College's student resource management processes, ensuring efficient timetabling, effective resource allocation, and timely processing of academic sessional contracts.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with the College Operations Manager and other administrative members of the College administrative work stream. ◆ works with technical, academic, and teaching staff within the College, as well as professional staff from other business units across the University. ◆ works closely with College Operations Manager to supervise the Administrative Officers within Program Delivery, Events and Marketing team. <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ external organisations and stakeholders
LOCATION/CAMPUS	The position is currently located at the Footscray Park 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.

ORGANISATIONAL UNIT

The College of Sport, Health and Engineering delivers a diverse range of undergraduate and postgraduate programs across Clinical Sciences, Nursing and Midwifery, Allied Health, Biomedical Sciences, and Sport and Movement Science. An integrated administrative team supports the College, driving planning, delivery, and continuous improvement of administrative functions across four key work streams. Within this structure, the Program Delivery, Events and Marketing team undertakes a broad spectrum of responsibilities ranging from administrative tasks to strategic coordination and event management, all crucial for the efficient operation of the College's academic programs and institutional initiatives.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Plan, implement and manage administrative services for the PDEM administrative work stream.
- ◆ In collaboration with the Operations Manager, provide leadership and general direction to team within the PDEM team.
- ◆ Provide high level organisational and administrative support to ensure efficient operations and a high level of service to relevant internal and external stakeholders.
- ◆ Liaise effectively and at a high level with organisational units and staff beyond the immediate team to gather information, stay informed and contribute to the requirements of the administrative work stream and keep other areas informed of relevant issues/activities.
- ◆ Responsible for quality and consistency of advice provided to students and staff relevant to the PDEM administrative work stream.
- ◆ Implement and apply relevant and applicable policies and procedures to ensure the provision of effective and efficient administrative and organisational support services by the administrative work stream.
- ◆ Responsible for identifying continuous improvement opportunities for the efficient and effective operations of the administrative work stream.

TYPICAL/MAJOR CHALLENGES

- ◆ Exercise a high level of judgment, initiative, independence and problem solving skills to identify suitable solutions for complex problems..
- ◆ Ability to lead work groups to identify suitable solutions for complex problems and develop administrative procedures to support the achievement of the College of Sport, Health, and Engineering.
- ◆ Under the direction of and in consultation with the Collge Operations Manager, provision of critical insights to ensure that information on essential reporting functions with the administrative work stream is made easily accessible, including real-time communication between staff, students, and other relevant stakeholders.
- ◆ Adherence to the principles of equal employment opportunity, confidentiality and privacy.

LEVEL OF SUPERVISION

- ◆ The position receives general direction from the College Operations Manager, may be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Broad knowledge of Victoria University policies and procedures and as they relate to the College.
- ◆ A multiple discipline perspective and understanding of the College.
- ◆ Well developed knowledge and experience in MS Office Suite and University systems.
- ◆ Strong aptitude to work with relevant University systems and databases.
- ◆ Awareness of quality assurance policies and procedures and other relevant legislative and compliance requirements relating to the PDEM administrative work stream.

KEY SELECTION CRITERIA

Essential

1. Completion of a relevant degree, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated ability to lead and inspire a high-performing administrative team, fostering a collaborative and results-oriented environment.
3. Proven ability to analyse complex problems, exercise sound judgment, and develop innovative solutions to meet unique challenges. Demonstrated ability to make timely and informed decisions, even under pressure.
4. Proven track record in identifying and implementing continuous improvement initiatives to enhance operational efficiency and effectiveness.
5. Advanced proficiency in MS Office Suite and a strong aptitude for working with relevant University systems and databases. Demonstrated ability to quickly learn and adapt to new technologies and systems.
6. Exceptional interpersonal and communication skills with the ability to build strong relationships

and collaborate effectively with a diverse range of stakeholders, including academic, technical, and professional staff across the University. Demonstrated ability to communicate complex information clearly and concisely to diverse audiences.

7. Proven ability to effectively organise and prioritise a high-volume workload with competing demands, consistently delivering results within tight deadlines.

Desirable

1. Knowledge of and previous experience in a tertiary education institution.

Org chart: College of Sport, Health and Engineering, Administration

