



POSITION DESCRIPTION

Position:	Associate Dean (Student Journey)
Employment type:	Full-time, ongoing
Department:	Pathways School
Reporting to:	Dean, Pathways School
Directly supervising:	Senior Recruitment Manager, Manager – Timetabling, Examinations & Academic Dates Senior Academic Administration Co-ordinator Administration and Compliance Manager
Remuneration:	Band Level 6 Executive Discretion FTE \$164,177 plus 11.5% superannuation and 17.5% leave loading
Contact:	Richard Pickersgill, Dean Pathways School Phone: (03) 8341 0942 or 0466 857 220
Date:	December, 2024

POSITION SUMMARY

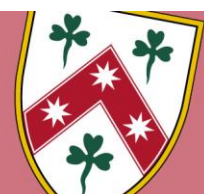
Trinity College Pathways School provides transformative education to over 1400 young international students each year. The School is the major provider of international, undergraduate students to the University of Melbourne. Critical to the success of the Pathways School is the role of Associate Dean (Student Journey).

The Associate Dean (Student Journey) is responsible for development of strategies to recruit academically strong students from a diversity of backgrounds and to enable their success with effective and efficient administrative and compliance processes within the Pathways School. Paramount is a focus on creating the best possible experience for the student.

The Associate Dean (Student Journey) is a member of the Dean's executive group for the Pathways School.

SELECTION CRITERIA

1. A relevant graduate qualification.
2. Leadership experience in an educational setting.
3. Extensive marketing and student recruitment experience, preferably in international education, including developing of strategies and recruitment plans.
4. Extensive and effective stakeholder management experience including with international students, parents, agents, educational institutions, government departments and other internal and external stakeholders.
5. Experience and expertise in managing relationships with university partners.





6. A strong strategic and market-oriented view of educational services, and a commitment to academic excellence for international students in Australia.
7. Demonstrated experience in delivering efficient and effective administration and compliance in an education setting.
8. Experience in developing and improving systems and processes, including an effective change management program.
9. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must hold, or be in the process of securing, a Working with Children approval.

KEY RESPONSIBILITIES

Strategic and Stakeholder Responsibilities

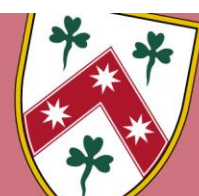
- Member of the Pathways School Executive.
- Member of the Foundation Studies Academic Committee.
- Member of relevant committees at the University of Melbourne.
- Deputise as required for the Dean or Deputy Dean.
- Other duties as required by the Dean

Student Recruitment and Admissions

- Provide strategic leadership to ensure the College's international student targets are met including ensuring high quality, sustainability and diversity.
- Oversee all aspects of Recruitment and Admissions operations including:
 - Develop a strategic Marketing plan, including associated recruitment plans, targets and budgets
 - Regular reporting to College leadership and Governance bodies
 - Developing strategies to improve student numbers of sufficient quality and diversity
 - Monitoring and managing admissions procedures
 - Liaising and working cooperatively with key partners
 - Monitoring and responding to regulatory changes
 - Facilitate design and production of all digital and hard copy publications and promotional material relating to the Pathways School

Academic and Student Administration

- Ensure the smooth and efficient administration of the student journey within the Pathways School.
- Contribute to and implement College and Pathways School strategic plans.
- Lead and manage all elements of Academic Administration including:
 - Oversight of the timetable and examinations process.
 - Manage student deferral, withdrawal, transfer, suspension and cancellation.
 - Ensure student fee payments are up to date.





- Collaborate with Teaching and Learning to ensure the academic program of the students and staff is effectively supported and aligned.
- Develop and oversee the budgets related to recruitment and academic administration.

Compliance and Quality Assurance

- Oversee administrative compliance including the Tertiary Education Quality Standards Agency, the National Standards for Foundation Programs and the National Code of Practice (2007)).
- Oversee the student accommodation function.
- Oversee the student Registrations function including liaison with Government departments about student visas and student enrolment status.
- Quality assurance of administration, including regular review of all policies and procedures.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

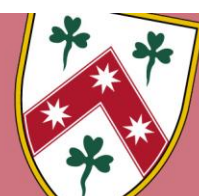
All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required

Managers and Directors/Deans must:

- Provide a safe environment for all staff, student and visitors.
- Provide safe systems of work.
- Provide plant and substances in safe working condition.
- Provide suitable facilities for the welfare of workers.
- Provide information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health.
- Provide a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace.
- Provide a commitment to continually improve performance through effective safety management.
- Provide an OHS Management System where all risk issues are identified, recorded, rectified and monitored.





- Provide a consultative structure where staff can participate in regular meetings to discuss OHS issues.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

