

## Job description

14 January 2022

## Program Manager (Diploma of Science)

### Context

INTO is an organisation working in partnership with leading Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study. Our Centres deliver guaranteed progression onto leading undergraduate and postgraduate courses.

### Role Context

As a member of the academic UWA College Management Team, you will work closely with the Academic Director and other managers and relevant UWA colleagues.

### Reporting Line

The role reports to the UWA College Academic Director.

### Job Dimensions

Responsible for a team of teaching staff, the successful candidate will work closely with the Academic Director, other managers and internal and external stakeholders to manage the UWA College Diploma of Science Program for international students. The person will be responsible for related parts of the student learning journey, teaching resource and academic administration services. The expectation is to widen the role into further Diploma-level programs.

### Key Accountabilities and Duties

#### Role and responsibilities

- To contribute to teaching as is appropriate for overall workload.
- To manage the allocation of students and teaching resource to ensure quality provision with an understanding of the commercial imperatives and financial targets.
- To maintain good relationships with the partner University, acting as a positive ambassador for INTO.

- To contribute to the Centre's teaching resource, providing role model behaviour in relation to the quality and standards of work.
- To be responsible for the recruitment, development and performance management of teaching staff.
- To communicate and implement key policies and decisions.
- To convene and chair all necessary meeting of staff and contribute as required to University liaison meetings.
- To be accountable for collaborative working amongst teaching staff to maximise students' potential and learning.
- To provide staff with on-going support and guidance with regard to program goals, curriculum, assessment, materials and methodology.
- To ensure that regular class observations serve the purpose of monitoring standards in delivery and developing staff at an individual level.
- To assist with the planning and delivery of staff development workshops as appropriate in consultation with the management team
- To ensure that internal quality assurance is conducted and that appropriate action is taken.
- To ensure that effective program evaluation is carried out (e.g. feedback from students, teaching staff).
- To ensure that the program continues to meet students' and other stakeholders' needs.
- To contribute to the development of the marketing and brand strategy.
- To work in collaboration with UWA and INTO admissions and marketing colleagues in order to play an effective role in the application and implementation of agreed entry requirement guidelines.

### **Pastoral Accountabilities**

- To contribute to effective pastoral care and student's welfare.
- To maintain pastoral and academic records for reporting purposes.

**The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

### **Location**

Perth.

### **Application Process**

Please send your CV and Cover Letter for attention of IUP Resourcing Team - [HQ.Career@intoglobal.com](mailto:HQ.Career@intoglobal.com).

Closing date Friday 4<sup>th</sup> February 2022.

### **Safeguarding**

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) copies of qualifications will be required;
- reference requests will specifically ask whether there is any reason why candidates should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit [www.into-giving.com](http://www.into-giving.com).

## Person Specifications

	Essential	Desirable
<b>Legal Status</b>	Appropriate suitability check may be required prior to confirmation of appointment.	
	Eligibility to work in and travel freely to and from Australia.	
<b>Academic Qualifications and Skills</b>	Post-graduate qualification in a relevant Science-based subject.	Trained teacher
	Excellent command of written and spoken English.	
	High level IT skills, competence in production and analysis of data.	
<b>Personal Qualities</b>	Excellent skills of leadership and communication.	Ability and willingness to travel internationally from time to time.
	Facilitative management style.	
	Stature and empathy to command respect from the University, colleagues and parents from a range of linguistic, ethnic and cultural backgrounds.	
	Sensitivity to the role and importance of pastoral support in helping students achieve	



<b>Educational Experience</b>	An understanding of the Australian higher education system.	Understanding of working in an international HE context and the needs and requirements of international students.
	Direct experience teaching in further and/or higher education and/or in international schools	
	Experience with students learning in a second language.	
<b>Managerial Experience</b>	Ability to motivate and manage staff, to secure prompt and effective action plans and create a 'can-do' culture.	Successful experience of managing teaching staff in a results-orientated environment.
	Committed and responsible for promoting and safeguarding the welfare of children and young adults.	
	Evidence of commitment to CPD	
<b>Quality Management</b>	Experience of development of academic units and/or programs.	Track record in design of quality units and programs.
	Experience of quality assurance processes and procedures for the purpose of maintaining academic standards and enhancing quality of provision.	Track record of maintaining standards and enhancing quality of provision within the university sector.
<b>Aptitude</b>	Excited by and responsive to the challenge of working with international students.	
	Commercially astute, with the ability to reconcile the twin imperatives of delivering quality programs and working in a 'for profit' organisation.	
	The ability to prioritise, meet deadlines, work under pressure often with minimal supervision.	
<b>Skills</b>	High level IT skills in the application of appropriate software to departmental management, in maintenance of records, production and analysis of data.	



**UWA**  
**COLLEGE**

	Proven planning and organisational skills with some experience of managing departmental budgets.	
	An ability to take initiative within curriculum and policy objectives.	