



# Job Description

## UWA College Director

August 2021

### Context

UWA College is The University of Western Australia's own pathway course college.

The college itself is operated and run under contract to the University by INTO University partnerships.

INTO University partnerships is a global provider of pathway programme in partnership with 24 other Universities in both the UK and US.

### Reporting line

This role reports to the SVP, Global Projects.

### Job dimensions

To provide leadership to UWA College and to manage the partner relationships (INTO and University of Western Australia) effectively and proactively to enable delivery of the strategic and operational goals of the College.

### Key accountabilities and duties

#### Strategic Responsibility

- Provide leadership and direction, which creates an environment in which all members of the College community (students and employees) have a sense of purpose and feel valued and motivated.
- Run the College efficiently whilst maximising progression rates to the University by delivering a high-quality learning and study environment for students.
- Promote and act as a role model for the delivery of an excellent customer and stakeholder experience.
- Build effective relationships within the University executive and staff, and with other key internal and external stakeholders.

THE UNIVERSITY OF WESTERN AUSTRALIA  
M464A, 35 STIRLING HIGHWAY  
PERTH, WA 6009  
AUSTRALIA

E [auadmissions@intoglobal.com](mailto:auadmissions@intoglobal.com)  
W [www.intoglobal.com/uwa](http://www.intoglobal.com/uwa)



CRICOS Provider Code: 00126G

INTO Perth Pty Ltd is an approved third-party provider of the University of Western Australia and will provide the Course on its behalf.

- Ensure that the College meets and exceeds the standards for statutory and regulatory requirements to minimise organisational risk and promote positive outcomes to key stakeholders.

### **Academic Leadership**

- Provide effective management of quality inclusive teaching and learning to give students the best opportunity to maximise their academic potential and progress to their choice of UWA course.
- Ensure that all necessary strategies, policies and procedures are in place and followed to drive student performance and progression and assess and report on them to key stakeholders.

### **Leading and Managing the Organisation**

- Create an organisational structure that reflects the College goals and values, and enables the management of systems, structures and processes to work effectively in line with legal requirements and budget.
- Establish and maintain necessary systems and processes for measuring and reviewing organisational progress and development in line with INTO University Partnerships (IUP) and UWA policies.
- Provide dynamic, consistent and motivational leadership for the College and its employees, ensuring the successful delivery of the vision and objectives.
- Develop and present a coherent, understandable and accurate account of the College's performance to a range of audiences including IUP and UWA stakeholders, agents, regional managers and other third parties.
- Promote best practice in all aspects of work, championing role model behaviour and delivery to maximise customer service.
- Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.

### **Our People**

- Maintain and develop a strong, cohesive and productive Senior Management Team, whose members have clear roles and responsibilities, and high expectations of performance.
- Recruit, retain, develop and deploy staff appropriately and assist in managing their workload to achieve the goals of the UWA College.
- Oversee the management, development and retention of high calibre and competent employees.
- Follow successful performance coaching processes with all employees supporting them with their personal and professional development.
- Ensure that College leadership develops high employee engagement with an environment of fairness, equality, diversity where employees are respectful of each other and responsible for their contribution to a positive work environment.

- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Acknowledge others' accountability and celebrate and recognise achievements and success.

### **Finance**

- Agree, manage and communicate the budget with key stakeholders.
- Deploy resources optimally in line with budget constraints.
- Seek efficiency and optimisation of resources without compromising quality to maximise profitability whilst maintaining quality.
- Ensure the financial affairs of UWA College comply with statutory requirements, those of the auditors and internal procedures, and all budget holders are aware of their responsibilities.

### **External Relationships**

- Effectively engage with the Recruitment and Marketing teams to ensure that quality students are enrolled in an effective and timely manner, maximising the potential revenue of the College through best practice recruitment processes.
- Effectively network and manage relationships with IUP and University stakeholders, agents and other key internal and external stakeholders, including regulators and government departments.
- Ensure that regular communication processes are in place to keep employees, students, parents and IUP stakeholders fully informed of relevant matters, strategic and operational.
- Create and maintain an effective partnership with parents as appropriate, and support and improve students' achievement, engagement and personal development.

### **Facilities**

- Responsible for providing safe and good systems of care for residential students in relation to accommodation, catering, welfare and social programmes and ensure that good communication systems are in place between employees and students.
- Manage and organise the College environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Provide for the academic, physical, spiritual, moral, social, emotional and cultural wellbeing of students.

### **Pastoral Leadership and Wellbeing**

- Be committed to and promote the highest standards of welfare for the students leading by example that safeguarding is central to UWA College's way of operating.
- Ensure that the pastoral care and wellbeing of students remains at the heart of all the College's undertakings and meets students and parents' expectations.
- Contribute towards a culture and curriculum that takes account of the diversity of students and staff.

## Location

The role is based in Perth. Travel within Australia and internationally may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The role holder may be reasonably required to work from any INTO or partner location at any time.

## 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) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they 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.

**All applicants who are offered employment will be subject to a National Police Certificate before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

See next page for person specification...

## Person specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>Eligibility to work and travel freely within Australia, as well as travel internationally on company business as required.</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Honours degree or equivalent.</li> <li>Academic credibility with key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Postgraduate qualification.</li> <li>Relevant recent professional development that prepares the applicant for this post.</li> </ul>
<b>Leading, learning and organisational development skills/knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in the education or connected sectors in a senior, leadership position with a record of achievement.</li> <li>Experience of leading and managing a diverse group of employees, developing a culture of effective learning in the broadest sense.</li> <li>Experience of being responsible for significant size budgets.</li> <li>Experience of deploying and managing resources effectively.</li> <li>The ability to motivate, influence and inspire employees, students and other key stakeholders.</li> <li>A strategic and innovative thinker with the vision to develop long and medium-term strategies for the College.</li> <li>Evidence of leading and delivering excellent student or customer experience and creating high employee engagement.</li> <li>Commercially astute.</li> <li>Student-centred values with a</li> </ul>	<ul style="list-style-type: none"> <li>Experience of running successful partnerships with external organisations.</li> <li>Good understanding of the needs of international students</li> <li>Experience of working in the HE/FE sector.</li> <li>Experience of managing and implementing major change initiatives.</li> <li>Experience of student welfare.</li> <li>Possession of a good understanding of curriculum planning, marketing, student recruitment, performance management and coaching; student support, facilities management, risk management, financial planning, human resources especially recruitment and retention and relevant employment law.</li> <li>Exposure to or involvement in external and internal inspections.</li> </ul>



	<p>strong drive to improve the life-chances and outcomes for young people, particularly international students.</p> <ul style="list-style-type: none"><li>• Committed to academic excellence and ensuring that every student has the best possible student experience in the broadest sense.</li><li>• Understanding of the value of diversity and the unique contributions individuals from a broad range of backgrounds make to the UWA College community.</li><li>• Influences, motivates and supports others to maximise their potential.</li><li>• Excellent communication skills (oral and written) with the ability to communicate a wide range of audiences and adjust style accordingly.</li><li>• Competent IT and analytical skills.</li><li>• Committed and responsible for promoting and safeguarding the welfare of children and young adults.</li></ul>	
--	--	--