

Position Details			
Business Entity	Kaplan International English	Department	Academic
Job Title	Regional Academic Manager, KIE ANZ. (Note this role will be held concurrently with the Director of Studies role).	Location	KIE school in ANZ
Reports To	Principal, Dotted line to Director of Operations	Direct Reports	Region's Directors of Studies have dotted line to this role

Overall Purpose
<ul style="list-style-type: none"> Maintain the quality of KIE academic delivery throughout the region, and ensure consistency across all schools Represent the Australia/New Zealand region from an academic perspective within the global Kaplan International English structure, and ensure the region's participation in global projects Disseminate information on academic developments within KIE to all relevant stakeholders in the region, including Principals, Sales, Marketing, IT

Key Responsibilities
<p>Academic Operations and Leadership</p> <ul style="list-style-type: none"> Develop and maintain a standardised KIE Teachers' Handbook Mentor new KIE Directors of Studies Coordinate a Professional Development program across all KIE schools in the region Conduct Skype meetings with DoSs and ANZ Learning Technologies Manager every five weeks Set, communicate and maintain annual calendar for meetings, book orders, testing and distributing academic statistics Design or oversee design of the syllabus for, and prepare the accreditation submission of, new courses as required through relevant accrediting bodies: ASQA, NEAS, NZQA, ENZ, etc Ensure the region has suitable documentation for K+notes for audits from ASQA, NEAS, NZQA, ENZ, etc Provide monthly academic summary updates for Director, Pathways and English Coordinate book orders for K+ booklets and working to facilitate delivery Compile and distribute the regional 'week one' academic statistics spreadsheet for Sales Prepare for and lead the annual KIE DoS Conference Liaise with ANZ Learning Technologies Manager on Blended Learning and adaptive testing
<p>Global Cooperation</p> <ul style="list-style-type: none"> Attend Global Academic meetings every three weeks, which due to time zones, are usually held well outside normal business hours, and represent the region's interests at these meetings

- Remain abreast of global academic developments and communicate them to DoSs, Principals and other KIE stakeholders within this region
- Coordinate resources within the region to participate in global projects

Contribute to a supportive, positive and safe workplace

- Comply with all company policies and procedures including WHS legislation requirements
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
- Be a productive member of the Kaplan team by displaying the Company values through your day to day role
- Adhere to Company Policy and Procedure

Qualifications and Skills

Essential

- DELTA or equivalent
- 5+ years of management experience
- Proven ability to effectively coordinate staff based in a number of remote locations
- Proven ability to work collaboratively with staff across a complex organisation
- Experience working with international students
- Up-to-date working knowledge of key legislation, policies and procedures relevant to international students
- Word processing and spreadsheet skills
- Ability to plan, control, coordinate and manage activities with minimal supervision
- Efficient policy skills, including a capacity to identify issues and prepare effective strategies
- Willingness to participate in global conference calls outside normal business hours

Employee Signature _____

Date _____

Manager Signature _____

Date _____