



Position Description

Position Details

Business Entity	Murdoch Institute of Technology (MIT)	Department	Operations
Job Title	College Director	Location	Perth
Reports To	Executive Director, International Education, Australia and NZ	Direct Reports	4

Overall Purpose

- Provide effective leadership of the college in order that Murdoch Institute of Technology (MIT) is known for the quality of its Higher Education, Foundation and ELICOS programs, and for providing students with the best possible pathway into Murdoch University
- Control and oversee major functions relating to MIT's operations, administration and student recruitment, in order to achieve the most successful learning environment for students while meeting operating income targets
- Together with the Executive Director International Education, General Manager Business Development and Director Student Recruitment, identify new markets for business growth and assist with the implementation of initiatives
- Liaise closely with Murdoch University key staff through various meetings and committees
- Develop and implement ongoing quality assurance processes which ensure continuous improvement within MIT
- Work collaboratively with Kaplan staff around Australia to ensure a focus on teamwork, customer service and quality

Key Responsibilities

Strategy and business planning

- Assist with the development of immediate and long term business plans, learning and teaching plans, and annual budgets for MIT

Policy and operations

- Manage the day-to-day operations of the MIT campus in line with the business plan
- Implement and ensure all relevant company policies are adhered to
- Ensure compliance with ethical obligations
- Manage the ongoing resources and maintenance needs of the campus

Relationships

- Build effective relationships with key staff within Murdoch University, Kaplan Australia Head Office and Shared Services teams, other Kaplan University Pathway colleges both in Australia and overseas, and other Kaplan Australia campus-based businesses, including Kaplan's ELICOS school in Perth
- Work collaboratively with the Kaplan Executive Team to ensure that effective business leadership approaches are embedded into daily practices
- Develop relationships and pathway agreements with external stakeholders

**Leadership**

- Motivate and engage the MIT team to promote innovation and creativity, and to help achieve performance objectives
- Encourage teamwork and initiative through leadership in order to help foster a high performing, results driven culture
- Establish team and individual goals and support growth through professional development plans
- Oversee and participate in the recruitment of new employees, annual performance reviews and goal setting activities

Business development strategy

- In collaboration with the General Manager Business Development and Director Student Recruitment, develop and implement a student recruitment strategy for MIT, for both international and domestic students, and plan for recruitment activities
- Develop and foster strong relationships with local education agents and Kaplan recruitment offices around the world, as well as with key staff at Murdoch University

Financial performance

- Direct and oversee the management of MIT resources to achieve approved operating income targets

Academic

- Lead and oversee the academic program so that high levels of academic rigour and high student progression rates are maintained
- Liaise with national KHE Academic staff to ensure academic programs are reviewed and improved
- Liaise with national KHE Compliance and Academic Governance staff to ensure that MIT is compliant with regulatory and statutory requirements
- Ensure that academic staff are effectively supervised and are provided with an ongoing program of professional development
- Oversee teaching and learning approaches to ensure that classroom practices reflect contemporary understandings about student learning
- Manage MIT's participation in Academic Committees
- Obtain articulation agreements with Murdoch University for new courses

Student Experience

- Ensure ready access for students to appropriate levels of academic, administrative and personal counselling and support
- Achieve performance targets
- Ensure a schedule of social events is offered to students from orientation through to graduation

Accreditation, registration and other higher education regulatory projects

- Ensure staff are fully aware of their legislative, contractual and audit responsibilities
- Liaise with national KHE Compliance and Academic Governance staff to ensure that appropriate systems and policies are in place to ensure compliance with all relevant authorities and legislation.
- Provide input on registration and accreditation matters as required.

**Reporting**

- Monthly reporting on operational and financial performance
- Evaluate and report on Foundation and Diploma programs to the KHE committee, MIT Academic Sub-Committee and other academic committees as required

Manage ad-hoc projects

- Analyse project requirements and create a project plan
- Develop rollout plans for project implementation
- Ensure timely and accurate communication to key stakeholders
- Monitor project key milestones to ensure deadlines are met

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**

- Minimum 5 years' senior management experience with responsibility for college staff
- University level qualifications and management experience in the higher education environment
- Experience in the international student environment
- Experience in building relationships with key stakeholders within a partner university
- Demonstrated leadership and management skills at both strategic and operational levels, including effective management of resources, financial and human
- Demonstrated customer service skills, including cross cultural sensitivity, and a high level of demonstrated interpersonal skills
- Excellent team and business building skills
- Ability to work under pressure and to prioritise work effectively
- Ability to read and analyse financial statements
- Ability to work cooperatively and effectively
- Ability to develop relationships based on honesty, integrity and trust
- Excellent verbal and written communication skills

Desirable

- Postgraduate degree
- Experience in management of a private Higher Education institution
- Postgraduate TESOL qualification and a minimum five years' experience in managing and/or teaching on ELT programs

Employee Signature

Date

Manager Signature

Date