

Position Summary

Title:	Executive Director Academic Governance (VET, VCE/VCAL & Higher Education)
Division:	Academic Governance
Business Unit:	Academic Governance
Classification:	Standard Public Entity Executive Employment Contract
Reports To:	Chief Executive Officer
Reporting line:	<i>Direct Reports:</i> Director Academic Quality, Director Teaching Development and Innovation, Director Yarra Ranges Tech School, Senior Advisor Higher Education, Student Integrity and Complaints Manager, Manager Quality-Higher Education, Manager Skills Products and Reform Manager
Budget:	\$9.3m in people costs and \$500k in OPEX
Location:	Box Hill Institute's Elgar campus is the primary location; however, this position is required to travel to, or operate from, any of the Institute's campuses or locations as required.

About Us

For over 100 years, we've been changing lives for the better, continuing to make this world a better place for all. By providing people with opportunities to expand their knowledge, experience and understanding of the world, we empower them to change their lives.

Our students can pursue everything from short courses through the Centre for Adult Education (CAE), Victorian Certificate of Education (VCE), VCE Vocational Major (VCE VM), Victorian Pathways Certificate (VPC), pre-apprenticeships, apprenticeships, certificates, diplomas, and higher education degrees. We support our students' ambitions to study through our well-equipped classrooms at our campuses in Box Hill, Lilydale and the Melbourne CBD, as well as remotely with blended and online courses.

To deliver great outcomes, we know it's important to attract and retain people who are passionate about our vision and role. We recognise that our employees are critical to our success, and that achieving our goals requires collective effort.

About the Team and the role

The Academic Governance portfolio provides Institute-wide leadership for educational governance, quality assurance, curriculum development, teaching and learning practice, and academic standards across Vocational Education and Training, VCE/VCAL, Higher Education, short courses, International and contracted delivery.

The Executive Director Academic Governance brings strategic leadership to the provision of high-quality education, training and learning experiences for all student cohorts. The role leads and guides an education strategy for BHI and is responsible for developing and overseeing the Academic Governance Framework, including curricular development and teaching and learning pedagogy approaches that support delivery areas to strive for excellence and meet the needs of students, employers, industry and other stakeholders.

The role provides a clear focus on educational governance and the standards required by registering authorities, including ASQA, TEQSA, VCAA and VRQA, as well as contractual and regulatory obligations under the VET funding contract and other relevant frameworks. The role is expected to work closely with the Executive Director Education Delivery to align academic governance and integrity, education quality and delivery priorities, and to support the responsible and effective use of emerging technologies, including artificial intelligence, in teaching, learning, quality and governance settings.

This role will be the Executive Officer responsible for the Education Quality Committee of the Board.

Key Accountabilities	
Strategic Alignment	- Lead the stewardship and evolution of an innovative and responsive education strategy that supports curriculum renewal, emerging course offerings, sound educational planning, responsive pedagogy and diversity in delivery modes, including blended and online learning. - Provide visionary leadership and expert advice to the CEO, Executive Leadership Team and wider Institute on teaching and learning, curriculum development, academic governance, audit and risk. - Work collaboratively across the Institute, including closely with the Executive Director Education Delivery, to align educational planning, academic governance and delivery priorities to enhance stakeholder outcomes and satisfaction. - Provide leadership to the Academic Governance portfolio to ensure consistent application of educational frameworks and procedures in the delivery of educational programs and monitoring of student outcomes.
Business Performance	- Lead the operational performance of the Academic Governance division to deliver strategies, policies and procedures that support BHI's reputation for quality teaching delivery, academic standards and market differentiation. - Support BHI's strategic vision and growth targets through high-quality course products, services and educational success measures across delivery areas. - Create a commercial culture within Academic Governance focused on high levels of customer service, responsive support and outcome-driven performance. - Support profile planning and scope of registration decisions by analysing government policy, employment trends, socio-economic data and community and industry needs.
Quality & Continuous Improvement	- Lead governance, quality assurance, audit and risk frameworks and identify systemic improvement opportunities across education and training delivery. - Develop and maintain key education planning and governance mechanisms, including Training and Assessment Strategies and related course monitoring and review processes. - Build educator capability through professional development frameworks that strengthen pedagogy, delivery, assessment and continuous improvement practice. - Research and integrate best-practice modern teaching methods and support the responsible use of emerging technologies, including artificial intelligence, to enhance teaching, learning, quality assurance and governance outcomes. - Oversee the Institutes academic integrity and complaints process.
Stakeholder Management	- Build educational pathways and partnerships that leverage BHI's VET profile, secondary and tertiary delivery, community needs and industry aspirations. - Foster effective relationships with internal teams, including delivery areas, the Executive Leadership Team, Heads of Department, program managers and teachers. - Collaborate and build partnerships with regulatory bodies including ASQA, TEQSA, VRQA and the Office of TAFE Coordination and Delivery (OTCD) Victoria. - Initiate and embed strategies, directions and policies that enhance BHI's reputation as a quality provider and strengthen relationships with government, industry and community stakeholders.
People Leadership	- Effectively lead the team to deliver ongoing improvements in the quality of services, business performance and reputation. - Lead, motivate and manage an engaged, capable, consumer-centric and productive team to achieve positive consumer and community outcomes. - Model, promote and maintain a positive, respectful and enthusiastic work environment aligned to BHI values and the Code of Conduct. - Maintain high standards of professional practice within the team through support, guidance and coaching, including constructive feedback through regular supervision and performance reviews. - Ensure team members receive mentoring and have access to opportunities that support their professional growth and development. - Where necessary, undertake performance management and succession planning.
Required knowledge & skills	

Education, Knowledge and Experience	• Tertiary qualifications in management, business, governance or a related discipline; postgraduate qualifications and ongoing professional development are highly desirable. • Successful leadership experience in an executive position within a large and dynamic not-for-profit, education, statutory authority or commercial organisation. • Demonstrated experience delivering communications in a proactive, professional, consistent and effective manner. • Highly developed conceptual and analytical skills, including the ability to identify emerging issues, trends, risks and impacts and resolve complex program and service delivery issues. • Thorough understanding and demonstrated application of effective governance practices that support compliance with legislative and regulatory requirements. • Deep understanding of Victorian TAFE and training system settings, including regulatory and contractual requirements across VET, VCE/VCAL and Higher Education. • Strong evidence of local community networks in the education sector and links with industry, including an understanding of the nature and needs of BHI communities and industry. • Demonstrated advanced negotiation and influencing skills, including the ability to create consensus, resolve disputes and broker agreement to proposals and ideas.
Essential Competencies	• Strategic agility: anticipates future consequences and trends, applies broad knowledge and perspective, and creates credible strategies and plans by challenging the status quo. • Managing vision and purpose: communicates a compelling vision, creates milestones and inspires support behind the direction of the Institute. • Drive for results: acts decisively and consistently delivers outstanding outcomes aligned to business improvement. • Leadership: demonstrates organisational awareness, commercial acumen and the ability to link strategic planning to specific product and industry requirements. • Organisational agility: understands how to work through formal and informal networks and promotes change through words, actions and priorities. • Political savvy: navigates complex situations effectively and sensitively, anticipating risks and planning approaches accordingly. • Managing and measuring work: assigns responsibility clearly, sets objectives and performance measures, monitors progress and designs effective feedback loops.
Key Selection Criteria	• Exceptional interpersonal skills that enable effective collaboration, communication and interactions within and on behalf of the Institute. • Proven stakeholder engagement and management skills, including the ability to bring people along the journey and reflect feedback in strategic planning. • Proven capability working to high quality standards, within defined timeframes and budget constraints. • Highly developed conceptual and analytical skills, including the ability to identify emerging issues, commercial opportunities, trends, risks and impacts. • Excellent verbal and written communication skills and the ability to produce high-level documents that reflect consultation across stakeholder groups. • Ability to work collaboratively, harmoniously and flexibly as part of a professional team, with a strong work ethic, initiative and a can-do approach. • Demonstrated ability to support and promote a culture that values exemplary customer service. • Demonstrated achievement developing new business and achieving challenging financial targets.

	Strong understanding of the education and training, industry and economic environment within BHI's geographical footprint.
Key Functional Relationships	Direct Reports: Refer to page 1 of Position Description Internal: CEO and Board; Executive Director Education Delivery; Executive Leadership Team; Heads of Departments; Academic Governance Team; Managers and Program Managers; Executive Support Assistant; Teachers. External: Regulatory bodies including ASQA, TEQSA, VRQA and HESG; peers in other educational institutions; industry and community stakeholders; students and clients.
Mandatory Requirements	- Current Driver Licence. - Valid Working with Children Check Assessment Notice and/or Working with Children Check Card. - Current satisfactory National Police Check, less than five years old.
Position Statement This position description captures in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but are within the capacity, qualification and experience normally expected from people occupying positions classified at this level may be allocated.	
The way we work	

Box Hill Institute is committed to providing a safe, welcoming and respectful work environment where all employees and young people thrive, feel safe and included.

We are committed to child safety and have zero tolerance towards the harm or abuse of children. We believe that child safety is everyone's responsibility. All employees must uphold the Child Safe Standards, relevant laws, and BHI's Child Safe Code of Conduct and Child Safety and Wellbeing Policy.

We value, celebrate and recognise diversity within the BHI community and continue to create opportunities to connect and celebrate who we are, our differences, and our shared vision, skilled people shaping a better world. All our employees are required to demonstrate alignment with our values through their behaviour – **Together we are curious, trustworthy and compassionate.**



Curious

We are driven to learn, grow and evolve.



Trustworthy

We build trust by being honest and accountable.



Compassionate

We are kind and respectful.

How to apply

BHI is partnering with SHK Asia Pacific on this search. Applications are to be submitted online by visiting <https://www.shk.com.au/jobs> (preferred), scroll down to this opportunity.

You are not required to separately address the Key Selection Criteria. Your CV (résumé) must demonstrate achievements commensurate with the position description.

Submit your CV (no more than five pages) and a concise cover letter (one page or an email), broadly addressing your proposition for the role.

Please see the SHK advertisement for the close date.

If you are **unable to apply online**, please email your application to applymel@shk.com.au quoting # **3628626** and the role title in the subject line. Please check on email receipt if no reply in five working days, due to email security filters. Candidates may be contacted by email or phone, including voicemail message. Direct and third-party applications will be forwarded to SHK. There is a concurrent search.

Please note, selection processes may take some time and may include multiple panel interviews and meetings. You may be invited for a further conversation or invited to an interview with the Consultant. Our client will be consulted throughout the process and will be making decisions on progression stages. If you are shortlisted and invited to meet with Panel, you will be provided with advice on the Panel format.

Referees will be formally requested at the appropriate stage, after Panel. Probity documentation and proof of qualifications as required by BHI and the Victorian Government may be requested prior to a candidate being recommended for appointment. All probity requirements must be met.

Applicants should keep a copy of the Candidate brief and position description as it cannot be accessed once the job has closed. For more information after reviewing this document and ideally after submitting your CV, please contact Penny Wilson, Senior Partner, SHK on + 61 434 589 284 by text (preferred), or email penny.wilson@shk.com.au