## Position Details

| Position Title | (Academic) Program Manager Business with specialisation in Entrepreneurship & Innovation |
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| **Organisational Area** | Academic Operations |
| **Reports to** | Dean / Associate Dean |
| **Responsible for (management only)** | Sessional Lecturers (teaching staff) within the discipline areas |
| **Location(s)** | City and/or Manly Campuses |

## Overall Purpose

The Program Manager Business with specialisation in Entrepreneurship & Innovation is integral to leading and enhancing the program, focusing on educational excellence, scholarship, and stakeholder relevance. This role entails promoting a high-quality curriculum, instilling academic rigor, contributing to teaching and scholarship and preparing students for professional success. Commitment to high standards and continuous improvement ensure the recognition of the program in this field of study.

The Program Manager Business with specialisation in Entrepreneurship & Innovation provides academic leadership in the field, guides faculty and students toward improved outcomes and effective program delivery. The Program Manager is a key contact between students and faculty addressing program-related issues and works cooperatively with a range of people across different departments, locations and modes to implement academic policies, procedures and guidelines concerning teaching and learning.

## Accountabilities

| Academic quality assurance and evaluation |
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| • Ensure compliance with policies, procedures and guidelines for teaching and learning and academic operations across your allocated course(s) and students |
| • Manage and report on the student cohort, including evaluating student experiences and outcomes at the end of each term, staffing profiles and ratios against key risk and performance indicators. |
| • Participate and contribute to academic governance committees as directed by the DVC or Dean |

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| **Program development and delivery** |
| • Plan and execute comprehensive course and subject review cycles and submit review reports to academic governance for implementation |
| • Pro-actively manage the development or revision of subjects, material and inject current discipline and industry knowledge into content development and learning outcomes |
| • Ensure lecturers' compliance with Moodle Minimum Standards in LMS |
| • Monitor different locations and different modes, to ensure quality and consistency in terms of content, course delivery, assessments strategies, and student evaluation |
| • Collaborate with the marketing and communications team to review promotional materials, strategic marketing initiatives and participate in campaigns as required |
| **Academic Administration** |
| • Confirm students that meet all course requirements and recommend eligible students to graduate to the Board of Examiners |
| • Contribute towards the development of the term timetable and the annual delivery schedule for your allocated courses and subjects |
| **Student consultation and support** |
| • Monitor and oversee academic progression advice to students enrolled in your allocated course(s); participate in the academic consulting office |
| • Assist in the identification and management of students at risk by following procedures relating to student support throughout a trimester |
| • Liaise with the Student Success Centre to enhance student support and wellbeing |
| • Liaise with the Industry Training team (WIL) on feedback from Industry partners for curriculum implications |
| • Make decisions on academic misconduct case investigations through collaboration with AI-Officers and the AI-Coordinator and report the outcome in the institutional register |
| • Review and provide recommendations for advanced standing or RPL requests |
| **Student engagement and retention** |
| • Provide Program Briefings at scheduled Academic Information sessions including (but not limited to) Orientation, Open Days and information sessions both internal and external |

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| • Oversee the administration of the 'Active Not-Enrolled list' within your allocated course(s) cohort prior to the commencement of each teaching term and other retention outreach initiatives as required |
| • Engage with student groups during class representative meetings, student forum or focus groups, as allocated by the Dean |
| • **For PG:** Supervise students participating in WIL in postgraduate programs as allocated by the Dean (specific focus on the discipline) |
| • Promote student engagement in academic and extracurricular activities to optimise student experience and educational outcomes |

| **Staff Management** |
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| • Coordinate allocated teaching staff concerning teaching, learning and academic policy and procedural matters |
| • Provide academic leadership in your allocated discipline and promote a culture of educational excellence |
| • Manage and facilitate academic teaching staff contracts in alignment with institutional HR policies and procedures, and in alignment with staffing plans as agreed with the Dean / DVC |
| • Induction and mentoring of new teaching staff |
| • Performance management and career path planning with existing teaching staff |

| **Academic and professional scholarship** |
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| • Execute the scholarship framework within the allocated discipline, and represent the discipline in institutional policy, procedures and guidelines development |
| • Undertake and lead scholarly activities within the discipline or interdisciplinary area and L&T, disseminate your scholarly output and embed into the program at the institution (where appropriate), and evidence your scholarship by capturing a minimum of 3 outputs in SOAR per annum |
| • Monitor your allocated faculty members scholarly activities as reported in SOAR |
| • Participate in relevant association/industry bodies by way of membership and/or active participation on association committees and champion collaboration initiatives with Industry Partners |
| • Perform teaching duties as allocated by the Dean at multiple locations as required |

| Institutional Responsibilities |
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| • Comply with safety instructions in the work environment and be familiar with occupational health and safety procedures. |
| • Taking reasonable care for your own health and safety as well as that of other people who may be affected by your conduct in the workplace. |
| • Co-operating with activities relating to compliance with occupational health and safety legislation. |
| • All staff members are required to comply with the Institution's policies and procedures including Staff Code of Conduct and Diversity and Equity Policy. |
| • Understand and comply with relevant legislation such as the HESF 2015, ESOS Act 2000, National Code 2018 and HES Act 2003. |

## Key Internal Relationships

| Main Contact | Frequency | Purpose |
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| Dean / Associate Dean | Daily | Managing, operational planning and reporting |
| Course Coordinators | When required | Academic operations and quality management |
| Student Services | When required | Student engagement reporting and support |
| Lecturers | When required | Academic oversight and quality management |
| Deputy Registrar | When required | Academic operations, course enrolments and completions |
| Student Success Centre Manager | When required | Academic interventions, student referrals |
| WIL Placement Facilitators | When required | Placement strategies, specific student cases, employability framework |
| ICMS staff and students | Daily | As required |

## Key External Relationships

| Main Contact | Frequency | Purpose |
|---|---|---|
| Industry partners/connections | Ad hoc | WIL networking, CDASC, guest lecturers |
| Academics in similar field | Ad hoc | Monitoring for trends and innovations, benchmarking |

| Knowledge, Skills, Experience and Qualifications | Essential | Desirable |
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| A Master's degree or PhD in a relevant discipline | x | |
| Significant experience in teaching a diverse range of students | x | |
| Industry experience and engagement with the professions | x | |
| Membership of relevant professional association | | x |
| Experience in academic management duties in a tertiary setting | x | |
| Leadership experience in higher education | x | |
| Sound interpersonal and communications skills | x | |
| Experience in working in a team-based environment | x | |