

Position Description – Centre Manager (Port Pirie)

Closing date for applications: Monday 13th January 2025

About the Role

Reporting to the Operations Manager, the Centre Manager is a key part of helping Uni Hub maintain a strong and positive reputation in the community by:

1. Managing the day-to-day operations of the Uni Hub campus.
2. Facilitating student engagement, enrolments and support services.
3. Building positive local community, industry and stakeholder engagement and support.
4. Providing financial, policy, administrative & strategic support for the Uni Hub organisation.

Primary responsibilities of the Centre Manager include:

Manage the day-to-day operations of the Uni Hub facility

- Ensure Uni Hub facilities and premises provided for students are welcoming, safe, appropriate and fit for purpose.
- Manage the overall daily operations to a high standard, compliant with any government requirements and within the set annual budget.
- Plan and allocate resources to help achieve the goals of Uni Hub Spencer Gulf.
- Maintain relevant performance controls and feedback systems to monitor the operation of the Uni Hub Spencer Gulf.
- Provide supervision and guidance for facility staff in accordance with the organisation's policies and procedures.
- Comply with the systems that manage the activities and fulfill the mission and the goals of the Uni Hub Spencer Gulf efficiently and effectively.

Provide high quality student engagement and support services

- Deliver a consistent and positive experience to students, partners and visitors
- Provide student support in course selection, application, enrolment, university liaison and pastoral care.
- Conduct student orientation sessions and campus inductions.
- Coordinate student access to local campus tutor and counselling services.
- Support exam invigilation and annual graduation events.
- Support students in their learning journey, including access to course tutorials, information on placements, residential schools and mandatory requirements, orientation of university learning platforms and systems.
- Provide study support for students from pathway/bridging courses into locally supported university degrees.
- Facilitate student engagement opportunities with employers, including site visits and networking events.
- Support and participate in Uni Hub's extensive school engagement program.
- Maintain clear expectation of student behaviour within Uni Hub facilities.
- Assist policy development and implementation of student scholarships and travel bursaries.
- Monitor and maintain a database of current and prospective students, enquiries and applications for selected courses in line with Uni Hub procedures.

Develop strong local community, industry and stakeholder support

- Build positive relationships with the local Council, Chamber of Commerce, regional development and employment organisations, the local media and other key local and peak bodies.
- Develop a strong student pipeline by promoting local career opportunities and Uni Hub courses and pathways in conjunction with employers, schools, university and industry partners, including opportunities for school-leavers and mid-career workers.
- Identify skilled workforce gaps and tertiary education needs that could be supported or delivered through the Uni Hub.
- Identify and attend local industry or community events and networking opportunities on behalf of Uni Hub.
- Raise positive brand awareness and support various Uni Hub marketing and community engagement initiatives.

Provide financial, policy and administrative support for the Uni Hub organisation.

- Support the administration of finance, governance and human resource management functions.
- Contribute to the delivery and review of organisational strategy, policies and procedures.
- Support Uni Hub to meet funding & project obligations, and report on programs to a variety of stakeholders.

About the Person

This role will require a broad range of competencies including:

- Knowledge and experience within the university or tertiary education sector.
- Excellent interpersonal communication and ability to contribute positively and effectively within a small team environment.
- High level of autonomy, initiative and problem-solving skills.
- Ability to both lead teams, and work well within teams.
- Strong competency in the use of office and information-related technology, including Microsoft Office and familiarity with online meeting options.
- Strong local networks in the regional centre and surrounding districts.
- University qualifications in education, community development, business management, or related field.
- A current drivers licence is essential.

Employment Arrangements

All Uni Hub staff are required to complete a satisfactory child safe, criminal history & background screening check.

This position is based at Uni Hub Spencer Gulf's Port Pirie Study Centre on a full-time basis. Flexible working arrangements may be offered, on negotiation.

Application Details

To apply for this position, please forward a cover letter and CV, including two current referees to: admin@unihubsg.org.

For further information, please contact Rhys Millington, Uni Hub Spencer Gulf Operations Manager on: 08 8656 9951 or by email: rhys.millington@unihubsg.org.

Applications close Monday 13th January 2025.