

POSITION DESCRIPTION



Strategic Lead, Centre for Innovation in Teaching

POSITION DETAILS

Position Title	Strategic Lead, Centre for Innovation in Teaching
Classification	HEW Level 8
Position Number	7016406
School/Office	School of Education/Faculty of Social Sciences, Arts, Business, Education and Law
Division	Provost

POSITION PURPOSE

The Strategic Lead supports the establishment, strategic direction, and operational development of the Centre for Innovation in Teaching. The role provides high-level leadership across strategic planning, program design, stakeholder engagement, operational readiness, and digital and teaching innovation initiatives. It plays a central role in shaping the Centre's identity, strengthening capability development, cultivating strong and productive partnerships, and supporting the Centre to grow into an effective and sustainable operation.

KEY ACCOUNTABILITIES

- 1. Strategic Planning and Priority Setting**
 - Contribute to the development and delivery of a multi-year strategy for the Centre for Innovation in Teaching, including teaching innovation priorities, capability development, partnerships, and digital enhancement opportunities.
 - Develop integrated planning approaches that align strategic objectives with operational requirements, resource allocation, and delivery pathways.
 - Prepare high-quality strategic briefs, discussion papers, planning documentation, and evaluation frameworks to inform decision-making and governance processes.
- 2. Program and Initiative Design**
 - Lead or coordinate the design and delivery of initiatives that enhance learning, assessment, curriculum design, and digital capability across education contexts.
 - Support the planning, implementation, and evaluation of pilot projects and innovation trials to test and scale effective practice.
 - Facilitate professional learning activities, workshops, and engagement forums that build capability and foster a culture of continuous learning and improvement.

- 3. Space and Infrastructure Planning**
 - Work collaboratively with internal teams (including infrastructure and digital services) to support the planning, development, and operational readiness of the Centre's teaching, collaboration, and innovation environments.
 - Contribute to design consultations, functional requirements, and user-experience considerations for learning and collaboration spaces.
 - Coordinate operational readiness activities, ensuring processes, procedures, and documentation are developed, implemented, and maintained.
- 4. Digital Innovation and Technology-Enhanced Learning**
 - Contribute to the exploration, planning, integration, and evaluation of digital and technology-enhanced solutions that strengthen teaching and learning practice.
 - Partner with internal technical and digital teams to support user experience, implementation planning, governance considerations, and the safe and effective use of emerging technologies.
 - Assist in the development of frameworks that support the ethical, responsible, and effective application of new digital tools and approaches.
- 5. Stakeholder and Partnership Management**
 - Build and maintain strong relationships with academic staff, professional staff, school leadership teams, and relevant University services to support collaborative delivery.
 - Serve as a key liaison with external partners, collaborators, and community organisations, supporting productive and sustainable partnerships.
 - Support collaborative decision-making, negotiate priorities, and maintain consistent, high-quality communication with diverse stakeholders.
 - Represent the Centre on committees, working groups, and at internal or external events as required.
- 6. Operations, Governance and Risk Management**
 - Develop and maintain effective operational practices, procedures, and workflows to support the efficient and sustainable functioning of the Centre.
 - Coordinate governance processes, including reporting, documentation, consultation activities, and risk oversight.
 - Support the development and implementation of processes for space use, resource allocation, bookings, safety, and collaboration with internal service areas.
 - Maintain oversight of risk and compliance relating to teaching innovation, digital tools, ethics, privacy, and operational continuity.
- 7. Reporting, Evaluation and Continuous Improvement**
 - Co-develop and apply monitoring and evaluation approaches for Centre initiatives to assess outcomes and impact.
 - Produce reports, insights, and recommendations for senior stakeholders to inform planning, governance, and continuous improvement.
 - Identify opportunities to enhance processes, strengthen capability, and increase the effectiveness and impact of the Centre's activities.
- 8. Culture, Engagement and Centre Development**
 - Contribute to building a collaborative, future-focused, and improvement-oriented culture within the Centre.
 - Support engagement activities, events, and communication that promote the Centre's purpose, work, and impact.
 - Provide coordination and guidance to contributors such as project staff, fellows, students, or secondees as required.
 - Assist with onboarding and capability-building activities for staff as the Centre grows and evolves.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

1. It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working with Children Clearance (WWCC) in accordance with the NSW Child Protection (Working with Children) Act 2012.
2. Postgraduate qualification and/or equivalent combination of training and experience in strategic planning, program or initiative design, and evaluation within complex organisational environments.
3. Strong understanding of contemporary, evidence-informed learning and teaching practices across early childhood, school, and tertiary education contexts.
4. High-level stakeholder engagement and partnership management capability, including working with senior leaders and external organisations.
5. Excellent written and verbal communication skills, including preparation of strategic briefs, reports, and facilitation of workshops or consultations.
6. Strong analytical, problem-solving, planning, and organisational skills, with the ability to operate autonomously and exercise sound judgement.
7. High digital literacy, with experience supporting or evaluating technology-enhanced learning or innovation initiatives.

Desirable

8. Experience with evaluation and monitoring frameworks.
9. Familiarity with project management methodologies

KEY RELATIONSHIPS

- **This position reports to:** Professor of Practice, Centre for Innovation in Teaching
- **This position supervises:** N/A
- **Key internal relationships:**
 - Professor of Practice, Centre for Innovation in Teaching (Supervisor)
 - Dean, School of Education
 - School of Education leadership and academic staff
 - Professional staff across University operational and service areas
- **Key external relationships:**
 - Partner institutions
 - Third Party Providers
 - Government departments
 - External and regulatory bodies

CHALLENGES

- Balancing strategic development and operational delivery during the establishment and growth phase of a new Centre.
- Navigating complex stakeholder environments with diverse priorities and expectations.
- Driving innovation in teaching and digital practice while ensuring governance, risk, and compliance obligations are met.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner
Date: 18/ 05/2026