

POSITION TITLE	Director, Professional Learning & Development
POSITION TERM	Continuing
FUNCTION / DEPARTMENT	Advisory
REPORTING MANAGER	Executive Director, Advisory
No. DIRECT REPORTS	3-4
LOCATION	Melbourne, Sydney, Brisbane or Canberra
APPROVED BY	Executive Director, Leadership & Practice
APPROVAL DATE	October 2024

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

ANZSOG delivers learning and development programs, accredited and non-accredited (customised and open-to-market professional learning), research and associated advisory services to build capability in and support effective ethical public governance, administration and public policy. It brings together academic and practitioner experts from across our member governments and around the world to respond to current government and public sector learning and development needs and anticipate and address future government and public sector challenges.

ABOUT THE POSITION

The Director, Professional Learning & Development is recognised as a client-focused leader in executive learning and development. The Director oversees a Professional Learning & Development portfolio spanning professional learning, executive leadership programs and custom solutions.

Guiding program managers who manage each of these streams, the Director oversees the design, positioning, delivery and renewal of executive education programs and services in close engagement with clients, faculty and partners. The Director serves an important role in assuring the quality and continuous innovation and development of our programs, including: effective operations and systems; commercial sustainability and success; successful delivery; and the integrity and value of the executive learning and development experience.

The Director, Professional Learning & Development contributes to ANZSOG's strategic and business direction and builds and stewards relationships with senior stakeholders across government and our faculty and partner network. As a member of the Advisory Group leadership team, the Director will role-model organisational values and lead on Group and School-wide initiatives.

DIRECTOR-LEVEL ACCOUNTABILITIES

ANZSOG roles at the Director level share the following consistent accountabilities:

- **Strategic alignment of work** – lead the strategic prioritisation of work and resources to deliver on ANZSOG’s ambitions and plans.
- **Continuous improvement** – encourage continuous learning, adaptation and professional growth within teams to enhance overall performance and support the achievement of ANZSOG’s priorities.
- **People leadership** – role-model ANZSOG’s values and cultivate a positive, high-performance culture that encourages open communication, collaborative teamwork (within and across teams), and innovative problem-solving.
- **Financial management** – effectively manage and be accountable for budget performance by monitoring revenue and costs, adjusting forecasts as needed, and ensuring financial decisions align with ANZSOG’s strategic and financial goals.
- **Ethics, safety and compliance** – uphold high ethical standards, ensuring transparency, integrity and compliance with legal and regulatory requirements, and contribute to a safety culture and safe work environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Excellence in public leadership learning and development

- Lead and oversee the design, development, delivery and continual review and refinement of a premium portfolio of professional learning programs, executive leadership programs, and custom solutions that meet the needs of member governments and align with ANZSOG’s organisational goals and strategic priorities.
- Identify and develop opportunities for ANZSOG to engage with governments in emerging priority areas, working collaboratively across the organization.
- In partnership with the Deputy Dean, Academic, develop and sustain a world-class faculty (including academics and practitioners) and partner network that meets diversity expectations and enables ANZSOG to address emerging trends and client demands.

Strategic insight and leadership

- Provide authoritative, high-level strategic advice to the Executive and Board on education programs, emerging trends, educational partners, stakeholder intelligence, and potential risks.
- Develop and maintain systems and disciplines for program innovation and quality assurance, ensuring the learning environment and product offer is rigorous, aligned with government learning priorities and commercially sound.
- Lead the design, development, and implementation of major projects, working collegially to advance ANZSOG’s interests.
- Develop and oversee the execution of strategies and annual business plans for the Professional Learning & Development portfolio, ensuring alignment with ANZSOG’s purpose, vision, and strategic objectives.

Stakeholder engagement and business development

- Collaborate with the Director, Business Development to cultivate and maintain strong, productive relationships with senior stakeholders across member governments and the broader public purpose sector to enhance ANZSOG’s reputation and ability to meet client learning and development needs.
- Foster productive, professional relationships with senior executives in academic institutions, both

domestically and internationally, to support the design and delivery of education programs that align with ANZSOG's strategic direction.

- Strengthen existing partnerships and establish new strategic collaborations to enhance the market positioning and commercial success of the portfolio, including partnerships across the public purpose and higher education sectors, both nationally and internationally.

Management and commercial disciplines

- Build and lead a professional, collaborative, and high-performing team that values collegiality and a client focus.
- Establish and manage commercial parameters for the Professional Learning & Development portfolio, ensuring the achievement of financial and business targets.
- Oversee the development of business and operational frameworks and processes to support commercially sound and competitive programming and service arrangements, leading to improved financial outcomes.

People and team leadership and management

- Develop and embed best practices in market assessment, program design, delivery and evaluation, supported by a high-performing team that meets and exceeds business targets.
- Cultivate a positive, collaborative team culture that encourages open communication, teamwork (within and across teams), and innovative problem-solving.
- Encourage continuous learning and professional growth within the team to enhance overall performance and support the achievement of organisational priorities.
- Oversee the management, integration and performance of ANZSOG's Practice Fellows.

Ethics and Compliance

- Uphold high ethical standards, ensuring transparency, integrity and compliance with legal and regulatory requirements in all systems, practices and behaviours.

MANAGEMENT

The Director, Professional Learning & Development leads a team comprising 3 direct reports: managers who lead on each of Professional Learning and Development, Executive Leadership and Custom Solutions.

Location / Travel

If the Director, Professional Learning & Development is based outside of Melbourne, it is expected that he/she will be able and prepared to travel to Melbourne on average once a month and travel to other states and Aotearoa New Zealand as required.

QUALIFICATIONS/EXPERIENCE

- Formal qualifications in public administration, business, education or another field relevant to public management.
- A minimum of five years' experience in people, education program and client management.
- Deep knowledge of government, higher education and executive learning and development institutions and practices.

SKILLS/COMPETENCIES

- Experience in designing and managing executive education programs.
- Deep understanding of the working context and environment of government executives.
- Excellent leadership and management skills, including the ability to inspire, manage and lead a high-performing team.
- Expert business development and relationship management skills with proven ability to build impactful and mutually beneficial long-term partnerships.
- Strong commercial acumen, including budgeting, client service and analytical abilities.
- Advanced interpersonal skills, including communication (verbal and written), collaboration, negotiation and influencing.
- Highly collaborative and creative problem-solver, in often contested and ambiguous operating environments.
- High level of integrity, professionalism, sound judgment and ethical behaviour.

ANZSOG VALUES

ANZSOG is a values-based organisation. This means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, which guide our behaviours and attitudes as members of the ANZSOG community.