



POSITION DESCRIPTION

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| Position: | 7220 Academic Integrity Officer |
| Work Area: | Centre for Support and Advancement of Learning and Teaching (CSALT) |
| Classification: | Level 5 |
| Supervisor: | 6283 Academic Developer |

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF CENTRE FOR SUPPORT AND ADVANCEMENT OF LEARNING AND TEACHING

The Centre for Support and Advancement of Learning and Teaching (CSALT) works with organisational partners to improve student success, build capacity and improve institutional effectiveness and sustainability. CSALT promotes a culture of scholarly, evidence-based and reflective practice. It provides scholarly advice for academic success through a diverse portfolio of services and initiatives including curriculum design and renewal, learning spaces and blended learning.

PRIMARY OBJECTIVES OF THE POSITION

UniSC is committed to academic integrity throughout all aspects of its teaching, learning and research activities. The Integrity and Compliance Unit (ICU) has been established to support the University's commitment to academic integrity. The unit ensures the harmonisation of all aspects of student academic integrity policy, procedures and practices and supports the work of academics in the delivery and assessment of their curricula. This position is within the Integrity and Compliance Unit.



NATURE AND SCOPE OF POSITION

Under the general supervision of the Academic Developer, CSALT the Academic Integrity Officer contributes to maintaining the principles of academic integrity at UniSC and helps to ensure that allegations of student academic misconduct are responded to appropriately. The role coordinates general administrative services and provides operational support in relation to student academic integrity, misconduct, appeals and student interactions for the Integrity and Compliance Unit.

KEY ACCOUNTABILITIES OF THE POSITION

1. Provide advice and support to staff on the interpretation and management of Student Academic Misconduct investigations, ensuring investigations are conducted in accordance with relevant policies and procedures.
2. Contribute to the preparation, development and maintenance of accurate Student Academic Integrity and Misconduct correspondence, documents, forms, registers and information.
3. Coordinate and document the support for the workflows associated with Student Academic Misconduct, responding to complex queries, exploring matters and sourcing solutions.
4. Effectively synthesise incoming information and processes from multiples sources regarding student academic misconduct and liaise with students and staff at all levels.
5. Prioritise tasks efficiently, manage multiple requests and meet deadlines through excellent time and workload management skills.
6. As required, provide day-to-day support for administrative functions associated with the ICU and CSALT.
7. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. The successful candidate will hold a relevant degree with subsequent experience or an equivalent combination of relevant experience and/or education/training in an administrative position within tertiary education.
2. Excellent verbal communication and writing skills to enable the effective synthesis of information and processes from multiples sources and the effective liaison with students and staff at all levels.
3. Must be able to exercise sound judgement, maintain confidentiality and handle sensitive matters discretely.
4. Strong digital literacy, including advanced skills in Microsoft Office365 suite, Adobe Acrobat, records management programs (T1ECM) and ability to upskill in other programs as they emerge.
5. Previous experience in broad ranging administrative activities including proficiency with the Microsoft Office suite of software is essential.
6. Excellent time and workload management skills with demonstrated ability to prioritise effectively, manage multiple tasks and meet deadlines are essential to succeed in this role.
7. Must be able to work independently, accurately and with close attention to detail as well as work collaboratively to deliver outcomes in a high-volume work environment.
8. Have high level customer service skills, strong relationship management and organisational skills including the ability to liaise effectively with all stakeholders to develop mutually beneficial relationships.



Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.