



## POSITION DESCRIPTION

### Quality Office

Faculty of Business and Economics

## Data Coordinator

<b>POSITION NO</b>	0041916
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$88,171 – \$95,444 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term position available for 2 years
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Emma Koch Manager, Quality Office Tel +61 3 8344 7534 Email <a href="mailto:ekoch@unimelb.edu.au">ekoch@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Data Coordinator actively contributes to a range of specified projects related to the Faculty's strategic reporting, accreditation, and rankings requirements. The role is directly responsible for ensuring quality assurance and maintenance of complete, secure and accurate data in the Faculty's accreditation database (Sedona), together with other data as required for reporting, accreditation and rankings. The incumbent is a key member of the Quality Office and reports directly to the Manager, Quality Office. The position is also required to work closely with Heads of Department, Departmental Services Managers, academic staff, key departmental and professional services unit contacts, staff from the Williams Centre for Learning Advancement, and staff from across the University of Melbourne, and to develop appropriate relationships with industry accreditation bodies and accreditation staff in other universities.

### ***1. Key Responsibilities***

#### **1.1 STRATEGIC REPORTING, ACCREDITATION & RANKINGS PROJECTS**

- ▶ Work collaboratively with the Manager, Quality Office to ensure that the project portfolio is delivered within the agreed timeframe and budget.
- ▶ Collect, maintain, and validate the data required to support accreditation activities in accordance with standard procedures and best practice.
- ▶ Interrogate data in order to produce the reports required for accreditation, rankings, and the Faculty's strategic reporting requirements.
- ▶ Maintain current and comprehensive knowledge of requirements set by the relevant accrediting bodies and rankings agencies with regard to data.

#### **1.2 DATA MANAGEMENT**

- ▶ Act as administrator for and ensure quality assurance and maintenance of complete, secure and accurate data in the Faculty's accreditation database (Sedona).
- ▶ Implement continuous improvement processes to ensure the Quality Office can proactively and positively contribute to the information needs of the Faculty.
- ▶ Liaise with academic staff and key departmental and professional services unit contacts to develop and implement processes to ensure all required data is provided to the Quality Office in a timely manner and appropriate form.
- ▶ Develop and maintain Sedona user manuals for targeted user groups.
- ▶ Provide training to key user groups, including Heads of Department and Departmental Services Managers, academic staff, and the Sedona super-users.
- ▶ Convene and support regular Sedona super-user groups, in order to enable the super-users to function effectively as the first point of troubleshooting for academic staff in each department.
- ▶ Act as the second level of technical support for Sedona users.

#### **1.3 RELATIONSHIP MANAGEMENT**

- ▶ Develop and maintain strong relationships with stakeholders including Faculty staff, Departmental Services Managers, Melbourne Business School and other key stakeholders

within the Faculty and the University, industry accreditation bodies, accreditation staff in other universities.

- ▶ Liaise with the Sedona company contacts in order to advocate for required improvements to the Sedona system specific to the Australian and University of Melbourne context.

#### **1.4 TEAMWORK & SERVICE DELIVERY**

- ▶ Actively contribute to improved business performance by identifying opportunities for process improvement and proposing new approaches for consideration by the Quality Office.
- ▶ Undertake other duties in line with the operational requirements of the Quality Office, as required.

#### **1.5 OCCUPATIONAL HEALTH AND SAFETY (OH&S) AND ENVIRONMENTAL HEALTH AND SAFETY (EH&S) RESPONSIBILITIES**

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A degree with substantial relevant experience; or extensive experience and technical expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in managing information and projects requiring the exercise of considerable independence, initiative and professional judgement.
- ▶ Strong analytical skills with the proven ability to interrogate data for relevance and accuracy.
- ▶ Highly developed attention to detail, with the ability to manage and consolidate data from a variety of data sources into an integrated and cohesive whole.
- ▶ High level of proficiency in the use of standard application software (such as the Microsoft Office suite) and content data management systems (such as Sedona).
- ▶ Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation.
- ▶ Discretion and the ability to maintain confidentiality.
- ▶ High-level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- ▶ Demonstrated ability to be flexible and adaptable in a changing environment.

### **2.2 DESIRABLE**

- ▶ Experience of accreditation and ranking requirements and processes, preferably in relation to EQUIS and AACSB, or a similar agency.
- ▶ Experience in or an understanding of the higher education sector and in particular, of faculties of business or commerce.

## ***Special Requirements***

- ▶ Approval of leave may be dependent on operational requirements.

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Quality Office Data Coordinator is required to work independently, be self-motivated and prioritise workloads. The role operates under the broad direction of the Manager, Quality Office.

The incumbent is expected to be proactive and demonstrate initiative in managing workload and deadlines in order to meet the priorities of the Quality Office. The incumbent will have a strong understanding of the culture and information needs of the Faculty.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent will be proactive in anticipating problems and independently implementing strategies to avoid or solve problems should they arise. Judgement is required in determining whether information/data is accurate, current and appropriate to the task at hand and in deciding what information should be included in reports. Interpretation and application of policy will be required.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Knowledge of management and quality assurance on data is essential. Knowledge and experience of accreditation and/or quality assurance processes in the education sector, particularly in a business faculty, will be required. In addition, the incumbent will be required to develop a depth of organisational knowledge, particularly in relation to sources of relevant information.

#### **3.4 RESOURCE MANAGEMENT**

The incumbent will be familiar with University and Faculty data storage systems and processes and will proactively respond to changes that impact the Faculty's accreditation and other reporting needs.

#### **3.5 BREADTH OF THE POSITION**

In order to provide meaningful input into the reporting and accreditation processes and manage allocated projects, the incumbent will be required to have a clear understanding of the strategic direction and operations of the Faculty, and to a lesser extent the University as a whole. The incumbent will be required to develop an in depth understanding of all aspects of the performance of the Faculty (such as research output, performance metrics) for the previous five year period in order to report to the accreditation bodies.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***6. Other Information***

### **6.1 ORGANISATION UNIT**

The Quality Office manages and supports the Faculty's strategic reporting, accreditation and rankings activities. Accreditation activities are both Faculty-level and discipline specific, including but not limited to Association to Advance Collegiate Schools of Business (AACSB) and the European Quality Improvement System (EQUIS), the Australian Marketing Institute (AMI), CFA, CPA, Australian Human Resources Institute (AHRI).

### **6.2 BUDGET DIVISION**

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

## **Organisational Structure**

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

## **Our Programs**

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

## **Our Graduates**

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences;

and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>