Melbourne Law School

Academic Programs Coordinator (Wellbeing)

POSITION NO 0034561

CLASSIFICATION UOM 6

SALARY $92,749 - $100,397 (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full time (1 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Lauren Jenkins, Workforce Compliance Manager
Email: lauren.jenkins@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Academic Programs Coordinator (Wellbeing) is responsible for providing high quality, responsive services to Melbourne Law School (MLS) students in the area of academic adjustments and support. This role is part of the Program Delivery team in the Teaching and Learning Team in the Academic Support Office (ASO) of MLS.

The role works closely with the Assistant Dean (Teaching and Learning), academic staff, and Student Equity and Disability Support and Exams Unit at the University level. Services include advice and support for special consideration, equitable academic adjustments, alternative exams and supplementary exams. The role acts as a triage point for MLS students requiring information of other specific support services offered by the University and externally. The role also delivers health promotion and general wellbeing activities.

In this role, you will also require excellent administrative skills, strong stakeholder management, excellent written and verbal communication skills, and the ability to manage competing demands, and prioritise tasks effectively.

1. Key Responsibilities

The Academic Programs Coordinator (Wellbeing) provides high quality service to students and staff of MLS. The responsibilities of the position are detailed below:

1.1 Academic Adjustment and Wellbeing

The Academic Programs Coordinator (WIL) will be responsible for a range of tasks. These may include:

- Carry out consultations with students and provide advice regarding special consideration and referral to University Services and community-based services and resources as required.
- Act as liaison with University Services, individual lecturers and Program Delivery team members in relation to students with special requirements, for example - registered students, elite athletes and performers.
- Coordinate administrative arrangements regarding special exams, alternative exam arrangements and extensions.
- Lead the continual improvement of the Teaching and Learning website and ensure that the MLS website provides up to date and relevant information with respect to mental health, student wellbeing information, special consideration and listings of recommended resources and links.
• In coordination with the Assistant Dean (Teaching and Learning), organise a regular program of health promotion activities within the Law School to complement those provided by University Services.
• Contribute and provide support to the MLS Student Equity and Wellbeing Committee, the Academic Misconduct Committee and other committees as required.
• Provide advice to students and academic staff regarding timetables, class registration, results and assessment.
• Assist with the administration of examinations including take home exams, interim assessment, final exams and special exam arrangements.
• Assist with the submission of assessment by students and distribution to academic staff and the return of marked assessment to students.

1.2 EVENTS AND PROMOTIONAL ACTIVITIES

The Academic Support Office assists with several student events during the year such as orientation, as well as playing a key role in the annual open day of the University. In addition, work with the Assistant Dean (Teaching and Learning) to coordinate MLS events for wellbeing, such as White Ribbon Day, Wellness Week, R U OK Day and other similar events.

1.3 OTHER

• Assist other members of the broader Teaching and Learning team at times of peak activities
• Undertake additional tasks in the MLS outside this role description as required
• Assist with major MLS Events including Orientation, Dean’s Welcome & Open Day
• Oversee compliance and quality assurance management, in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies
• Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

• A relevant degree and subsequent work experience or an equivalent combination of relevant experience and/or education/training.
• Experience in the provision of advice to support students and colleagues about academic adjustments and special consideration outcomes.
• Demonstrated ability to accurately interpret, implement and comply with Government legislation and University policy and procedures.
• Demonstrated ability to interact sensitively and empathetically with students experiencing a wide range of challenges, stress and anxiety in relation to their studies.
• Excellent organisational skills to ensure the effective prioritisation, management and completion of tasks within agreed deadlines.
• Excellent written and verbal communication skills including the ability to communicate effectively with a range of people and to build strong positive working relationships with various university stakeholders.

• Evidence of initiative, flexibility, self-motivation and the ability to work effectively as a team member.

• Advanced skills in a range of computer applications including email, Microsoft Office Suite and student management systems.

2.2 DESIRABLE

• A background in higher education student support and administration and/or events organisation.

2.3 OTHER JOB RELATED INFORMATION

• Operational requirements to meet deadlines may influence approval of annual leave.

• Occasional flexibility with working hours is required, to accommodate the provision of teaching activities and events held outside normal working hours

• A current and valid Working with Children Check is required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Academic Programs Coordinator (Wellbeing) operates under the broad direction of the Program Delivery Manager, with advice from the Assistant Dean (Teaching and Learning) where required. The nature of the role requires the incumbent to be self-motivated with strong time management capability, attention to detail and organisational skills to prioritise workloads to ensure that deadlines are met. The incumbent must also be equally adept at working independently as well as participating in a unit as an effective team member. It is expected that the Academic Programs Coordinator (Wellbeing) will use their initiative to resolve issues and refer on complex and/or sensitive matters to the Assistant Dean, Program Delivery Manager, or other appropriate staff member for advice and/or resolution.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires the efficient administration of a wide range of tasks and the management of multiple deadlines. The incumbent is required to develop a thorough understanding of the graduate coursework programs of MLS and the academic calendar, as well as a range of relevant MLS and University services, policies and procedures that fall within the scope of the position. The incumbent will be required to exercise sound judgment, diplomacy and discretion in communication with both students and staff.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to develop a thorough understanding of the coursework programs at MLS and the academic calendar, as well as a range of relevant Law School and University policies and procedures that fall within the scope of the position. The Academic Programs Coordinator (Wellbeing) will need to develop expert knowledge in the use of Law School and
University systems, including but not limited to StudentOne, SharePoint, the Teaching and Learning Application, Learning Management System (LMS), the Special Consideration database and Themis.

3.4 BREADTH OF THE POSITION

The Academic Programs Coordinator (Wellbeing) will interact with a wide range of people including academic and professional staff, and students. The incumbent is expected to make appropriate decisions and provide advice that is in accordance with the appropriate policies and processes. The Academic Programs Coordinator (Wellbeing) will need to demonstrate a detailed knowledge of Special Consideration policies and procedures, as well as relevant disability legislation including The Disability Discrimination Act (1992), the Disability Standards for Education (2005) and the Equal Opportunity Act (2010).

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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: 
https://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

www.law.unimelb.edu.au

Melbourne Law School is Australia’s first all-graduate law faculty. It was the first faculty in Australia to teach law and awarded Australia’s first law degree. The Law School is a single department faculty located in a custom designed building in University Square at the University of Melbourne’s Parkville campus. The faculty is a vibrant community of creative legal scholars, dedicated to a highly collegial, research-intensive institutional life. It is committed to providing a high quality and intellectually challenging educational experience in all its programs: the Juris Doctor (JD), Melbourne Law Masters (MLM), Undergraduate (Breadth), and Research Higher Degrees (PhD). The faculty aims to integrate its activities in teaching and research and to engage with local, national and global communities. Students are supported in their learning through a number of different initiatives, including the Ian Malkin Centre for Legal Academic Skills, the Law Library and a well-being program. Melbourne Law School is currently engaged in a program of incorporating Indigenous perspectives throughout its JD curriculum. It also hosts a vibrant clinical program concentrating on public interest law.

6.2 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

6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
• We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 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 https://about.unimelb.edu.au/strategy/governance