



POSITION DESCRIPTION

Academic Support Office
Faculty of Veterinary and Agricultural Sciences

Student Programs Officer

POSITION NO	0048152
CLASSIFICATION	UOM5
SALARY	\$70,339 - \$80,792 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/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	Alana Marriner Email: alanajm@unimelb.edu.au Tel: +61 3 8344 7337 <i>Please do not send your application to this contact</i>

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

Position Summary

The Student Programs Officer is based within the Faculty of Veterinary and Agricultural Sciences (FVAS) located at the University of Melbourne's Parkville campus. Working with the Academic Support Coordinator, the Student Programs Officer is primarily responsible for the coordination of Work Integrated Learning (WIL) placements for students in the first two years of the Doctor of Veterinary Medicine degree, where extramural placements are a compulsory part of subject completion. The position works closely with the Academic Support Coordinators within the Faculty Academic Support Office, FVAS students, external stakeholders and other academic and professional staff.

The position will work closely with relevant subject and unit coordinators in the first and second year of the veterinary medicine degree to determine suitable placements for students, and to review current providers. The position supports student enrichment and work integrated learning (WIL) activities at a school and faculty-level and contributes to the overall operation of the Academic Support Office.

The role requires regular interaction with managers of rural properties, welfare shelters, zoos, wildlife parks, kennels, catteries and a range of other animal-based industries. This includes some travel to visit enterprises, as well as engagement with a range of industry bodies, e.g. Victorian Farmers Federation. The position is an important public facing engagement role for the faculty.

1. Key Responsibilities

Key responsibilities of the position include but are not limited to;

- ▶ Working with the Academic Support Coordinator, coordinate preclinical extramural placement requirements for students in the first two years of the Doctor of Veterinary Medicine degree in the Melbourne Veterinary School, Faculty of Veterinary and Agricultural Sciences.
- ▶ Provide appropriate advice regarding the planning, conduct, and timely completion of preclinical extramural placements.
- ▶ Coordinate and allocate student placements at enterprises with significant student demand.
- ▶ Coordinate the requirements of the Large Animal Handling Course.
- ▶ Assess applications for credit for prior learning for the WIL program.
- ▶ Maintain accurate records of student placement activities.
- ▶ Contribute to the maintenance, development and refinement of the extramural system (EMS).
- ▶ Monitor and report on extramural placements, including provision of appropriate advice for faculty-level review of the WIL program.
- ▶ Contribute to the planning and delivery of student enrichment activities within the Faculty of Veterinary and Agricultural Sciences.
- ▶ Contribute to, and participate in, meetings, presentations and other activities related to student placements and enrichment activities at a school and faculty-level.
- ▶ Foster strong relationships with external stakeholders to effectively facilitate placements.
- ▶ Providing surge capacity during peak periods within the Faculty

- ▶ Other tasks, responsibilities and projects as directed

1.1 INNOVATION AND IMPROVEMENT

- ▶ Obtain feedback from students and placement managers regarding WIL placements
- ▶ Regularly monitor and report on placements and provide advice for faculty level reviews of the extramural placements, to ensure key objectives are being met.
- ▶ Working with and assisting the Academic Support Coordinator, contribute to the continued development of a student-centred, accessible and responsive WIL program.
- ▶ Undertake professional development for continuous improvement of overall performance.
- ▶ Actively contribute to relevant overall strategic goals.
- ▶ Develop cross skilling knowledge to assist with the continuity of support functionality across the team, particularly in regard to admissions and enrichment.

1.2 COLLABORATION AND LEADERSHIP

- ▶ Collaborate with staff across the Faculty and University to ensure positive student and industry focussed outcomes.
- ▶ Build and foster working relationships with all staff and properties.
- ▶ Ensure continuity of support of the WIL program, through regular, high quality communication.
- ▶ Participate in the accreditation process for the Doctor of Veterinary Medicine, with respect to extramural placements.
- ▶ Contribute to the planning, delivery and review of student enrichment activities.
- ▶ Establish strong networks and build mutually beneficial relationships with key stakeholders.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website for how to address [Essential Selection Criteria](#).

2.1 ESSENTIAL

- ▶ Completion of a degree or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated interpersonal and verbal communication skills with the ability to liaise, and work effectively with a range of both internal and external stakeholders and particularly those from a rural background.
- ▶ A demonstrated commitment and ability to provide high quality customer service to a diverse range of clients and stakeholders
- ▶ Demonstrated ability to structure, engage and present information clearly and interestingly to a variety of audiences.
- ▶ Well-developed organisational skills, including an ability to prioritise tasks, meet tight deadlines, and follow agreed policies and processes.

- ▶ Ability to work effectively in a team situation and be flexible in handling work assignments.
- ▶ Ability to maintain a high level of accuracy, focus, and positivity
- ▶ A high level of proficiency using standard application software such as the Microsoft Office suite (e.g. Word, Excel, Powerpoint, Outlook) and large integrated databases.
- ▶ Demonstrated ability to work across multiple varied projects and achieve quality outcomes.

2.2 DESIRABLE

- ▶ A strong understanding of University culture, administration and processes and the operation of faculties and academic disciplines.
- ▶ Demonstrated knowledge of placement coordination within a tertiary context.
- ▶ Experience in event coordination.

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required. A current driver's licence is required.
- ▶ After hours work will occasionally be required during scheduled Faculty events.
- ▶ Annual leave may be limited during peak times, particularly those leading up to major deadlines.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Student Programs Officer will receive routine supervision from the Academic Support Coordinator. The incumbent will work as part of a team providing high quality WIL and student enrichment activities for students. The incumbent will show initiative and be able to determine appropriate methods of work to ensure activities are undertaken promptly and efficiently, and liaise as appropriate with internal and external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Student Programs Officer is expected to exercise sound judgment in the management of priorities, set achievable timelines for the completion of tasks and deliver projects within specified timelines. The Student Programs Officer works within the framework of University and Faculty policies and is expected to resolve problems related to the day-to-day activities through the standard application of principles and techniques.

Under the supervision of the Academic Support coordinator, the role will have discretion to innovate within its own function, monitor and report on outcomes.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires proficiency in University and Faculty policies, procedures and techniques related to student enrichment and WIL. This knowledge is required to contribute to the maintenance, development and refinement of the WIL program. The position will also be responsible for providing specialist advice regarding student enrichment and WIL activities.

An understanding of issues affecting staff in an academic environment is important, along with the capacity to work with a range of people at different levels within and outside the University.

3.4 RESOURCE MANAGEMENT

The Student Programs Officer will be expected to liaise with and work closely with a diverse range of stakeholders including academic and professional staff within the Faculty, as well as staff in other University units and External Stakeholders.

3.5 BREADTH OF THE POSITION

The position is required to operate across a range of levels to plan and support the delivery of student enrichment and WIL activities.

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

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health, in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

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 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.

6.4 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 <http://www.unimelb.edu.au/governance>