Teaching and Academic Resources Officer

POSITION NO: 0034080

CLASSIFICATION: UoM 6

SALARY: $92,749 - $100,397 p.a.

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 Staff’ or ‘Prospective Staff’), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY:
Jiani Chen, Department Services Manager
Email jiani.chen@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 acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students, we are privileged to work and learn every day with Indigenous colleagues and partners.

Department of finance

https://fbe.unimelb.edu.au/finance

The Department of Finance is one of four teaching and research departments within the Faculty of Business and Economics. It has over 50 full-time academic staff, 5.6 FTE professional staff and finance practitioners who serve as sessional teaching staff.

The Department is home to visiting academics from around the world, runs a vibrant international Research Seminar Series and internal Brown Bag series, and hosts the annual Finance Down Under Conference.

Staff members publish their research in the leading journals, serve on the organising committees of the discipline's major conferences, actively participate in professional associations, consult in the corporate and public sectors, and offer tailored executive education programs. At the undergraduate level, the Department teaches into the Bachelor of Commerce and offers the elite BCom Honours in Finance. At the postgraduate level, the Department offers both professional Masters programs in finance and research-focused Masters and PhD programs in Finance through the Melbourne Business School.

Position Summary

The Teaching and Academic Resources Officer is a critical role within the broader Strategy, Planning and Resources team at the Faculty of Business and Economics that supports operational and administrative activities across all departments.

The Teaching and Academic Resources Officer is required to undertake a number of concurrent tasks, demonstrating excellent organisational, prioritisation and time management skills, which are critical to this position. The role works as part of the professional staff team, flexibly contributing to team-based tasks as well as performing tasks on an independent basis.

The Teaching and Academic Resources Officer will work collaboratively with professional and academic colleagues to coordinate the planning, delivery and review of administrative processes relating to the Department’s PhD subject offerings, such as scheduling of department subjects, coordination of student class registrations, and venue allocation for teaching purposes.
The role will work under supervision of the Department Services Manager and on a day-to-day basis works closely with the academic teaching staff in the Department. In addition, as a member of the Department Services Team, the Teaching and Academic Resources Officer will provide assistance/back-up support for other team members and work closely with others in the team to achieve Department goals.

1. **Key Responsibilities**

**ACADEMIC SUPPORT SERVICES**

- Provide department academic staff with advice and assistance regarding the reconciling, coding and preparation of paperwork in relation to purchasing cards and claims for reimbursement from visitors, contractors, students and staff.
- Prepare and execute Independent Contractor Agreement paperwork for services provided to the Department.
- Coordinate resource allocation, including equipment and physical working space, for academics, visitors, executives-in-residence and PhD students.
- Provide support for the Department’s engagement activities, such as research seminar series and Finance Down Under conference, including management of communications, venue bookings and catering.
- Provide support for the Department’s PhD and Honours programs, including for events, data collection, workstation allocation/resources, travel arrangements and job market support.
- In collaboration with other team members, coordinate and administer all special and alternative exam timetabling requirements by liaising with academic staff in the Department, FBE ASO and Central Examinations and being able to make decisions in a timely manner to resolve issues.
- Resolve all student related queries regarding special exam timetable clashes and ensure all alternative special exam arrangements are accurately reflected and communicated to the relevant academic staff and students.
- Coordinate and administer special exam results processing and uploading to ensure the distribution of special exam results is in accordance with university policy and deadlines.
- In collaboration with other team members, coordinate student class registration, monitor enrolments and academic requirements and take into account any Department teaching resource limitations, sessional and part-time staff needs as well as student progression needs. Manage department timetabling requirements and coordinate subject timetable for all Department subjects including venue sourcing and management.

**ADMINISTRATIVE SUPPORT**

- Establishing and maintaining appropriate systems and procedures for record management and to ensure that all staff are aware of the relevant university and departmental procedures.
- Provide administrative support and authoritative advice to academic staff in the Department (including sessional staff) regarding subject administration and procedures while ensuring compliance with policies, regulations and statutes.
- Other tasks or duties as directed/required by the Head of Department or Department Services Manager (DSM).
Undertake projects related to the implementation of shared services in the Faculty as directed by the Department Services Manager.

Update Department web pages, ensuring compliance with style guidelines, University policy and industry accreditation standards and ensure all content appropriately reflects the Department mission and strategic priorities.

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

RELATIONSHIP DEVELOPMENT

Coordinate provision of high-quality support to the academic, professional and casual staff across a specified range of services.

Participate in committees and user groups within the Department and across the Faculty, with focus on collaboration, quality and continuous process improvement including active participation in Community of Practice meeting with staff from other FBE teaching Departments to share practice and ensure consistency of processes.

Maintain collaborative working relationships with key internal and external stakeholders across the Departments, Faculty PSUs, Finance & Employee Services, Infrastructure - University Services to ensure the department’s activities are effectively implemented and participate in key forums as required.

2. Selection Criteria

2.1 ESSENTIAL

A degree in a relevant discipline with subsequent relevant experience and/or an equivalent combination of education and relevant experience.

Highly developed organisational skills, including the ability to prioritise workloads, meet deadlines and work well under pressure as well as follow tasks through to completion.

Demonstrated analytical and problem-solving skills, an ability to identify issues and to develop initiatives and solutions to achieve operational process improvements.

Highly developed interpersonal and verbal communication skills with the ability to effectively build and enhance relationships with key stakeholders.

Demonstrated ability to exercise judgement without compromising on quality, and to know when a matter needs to be referred to others for their input before making a decision.

Demonstrated ability to work effectively and flexibly as a member of a team, and to provide team leadership in areas of responsibility.

Demonstrated computer literacy, including advanced use of standard applications such as the Microsoft Office suite.

2.2 DESIRABLE

Experience with the University’s structure, processes, and enterprise administrative systems such as StudentOne, TimeEdit, MyTimetable, Exam Portal, LMS and Themis desirable.

An understanding of the unique issues and operational environment of a large teaching business faculty.
3. Job Complexity, Skills, Knowledge

3.1 Level of Supervision / Independence
The Teaching and Academic Resources Officer reports to the Department Services Manager and will work under broad direction with the expectation to independently set and prioritise their day-to-day tasks. The role will work in teams as well as autonomously to initiate contact, liaise with internal stakeholders and work with staff across academic and professional units within the University. The incumbent will work closely with the Departments professional staff team and will from time to time work with the Head of Department and relevant teaching and learning academics.

3.2 Problem Solving and Judgement
The Teaching and Academic Resources Officer is responsible for interpreting and applying University policies and processes and will be required to exercise judgement on work methods and task sequences to meet deadlines. Many functions will be based on clearly defined processes and criteria, whilst others will require analysis, planning and problem solving skills. A large aspect of the role is problem solving and making adjustments to accommodate requirements of the functions of the role and to work within the parameters of the broader University processes and procedures. Another important aspect of the role is the exercise of tact and diplomacy in dealing with a wide range of issues and people.

3.3 Professional and Organisational Knowledge
The Teaching and Academic Resources Officer will require a broad knowledge of University and Faculty systems and processes, along with proficiency in the Department processes and procedures. An appreciation for the flow on effects and how the Department’s rules interact with the Faculty and University interfaces is important.

3.4 Resource Management
The Teaching and Academic Resources Officer has no direct budgetary or supervisory responsibilities, however, is expected to act as team leader within the Department Services Team with respect to their areas of responsibility. The incumbent will provide advice, support, training and mentoring to other team members in their areas of responsibility.

3.5 Breadth of the Position
The Teaching and Academic Resources Officer role covers a broad range of teaching related duties and responsibilities. The incumbent will act as team leader in their areas of responsibility within the Department Services Team. The incumbent will also work across Faculty and University
units through participation in projects/working groups in order to continuously review and improve service delivery for the Department.

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:
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 STRATEGY, PLANNING AND RESOURCES

The Strategy, Planning and Resources team provides expertise and leadership to ensure that the Faculty and its Departments achieve University, Faculty and Department strategic and operational goals and objectives. It does this by:

- Developing, implementing, monitoring and reporting of the Faculty’s strategy and business planning
- Leading the operational management of the Faculty, its schools, and departments, research centres and institutes
- Leadership and oversight of the risk management for the Faculty within the University’s risk management policies, systems and processes
Ensuring that the faculty efficiently and effectively allocates its teaching capability, human capital, financial resources and infrastructure to achieve the Faculty’s strategic objectives

Leveraging the resources and capabilities of university professional shared services to enable the Faculty to deliver on its operational and strategic goals

6.2 FACULTY OF BUSINESS AND ECONOMICS

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.

Further information about joining the Faculty is available here https://fbe.unimelb.edu.au/about/join

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: Applied Economic & Social Research

Our Programs

There are over 11,000 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. 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 60,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

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 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.

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