

# POSITION DESCRIPTION



Student and Scholarly Services  
Chief Operating Officer Portfolio

## Investigator, Student Academic Misconduct

<b>POSITION NUMBER</b>	0064168 and 0064169
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$106,432 - \$115,211 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Walid Abdullatif Walid.Abdullatif@unimelb.edu.au <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](http://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.

## **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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and

academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **STUDENT AND SCHOLARLY SERVICES**

Student and Scholarly Services (SASS) provides student administration and services from recruitment and point of enquiry to graduation. The Executive Directorate of Student and Scholarly Services is led by the Executive Director and Academic Registrar and supports student grievances and complaints, operational planning and communications and information to current students. It provides executive and administrative support to the Executive Director and sub-portfolio directors.

## **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.

## **ABOUT THE ROLE**

### **Position Purpose:**

Led by the Senior Manager, Student Academic Misconduct Investigations, the student academic misconduct team is a newly established function within the Academic Registrar's Office in Student and Scholarly Services, responsible for investigating allegations of serious academic misconduct. The function is a key support to the University in ensuring it meets its obligations under relevant national and international integrity frameworks.

The Investigator, Student Academic Misconduct is responsible for responding to alleged incidents of serious student academic misconduct in accordance with the University's Student Academic Integrity Policy (MPF1310). This includes investigating complex cases by conducting interviews with students and stakeholders, analysing reports and information, applying reason and care to the assessment of matters, and clearly and accurately documenting decision-making.

The position requires a high level of judgement, organisational and interpersonal skills, as well as an ability to consider and interpret policy, undertake independent research and conduct difficult conversations with confidence and empathy. Whilst working under the supervision of senior manager, the incumbent will demonstrate an ability to work autonomously and balance competing priorities. A high level of attention to detail, exceptional written and oral communication skills, and an ability to effectively communicate decisions are absolutely essential.

The Investigator, Student Academic Misconduct, works as part of a team that supports the University community with student academic integrity matters more broadly, providing advice and guidance to a wide range of professional and academic stakeholders across the institution. A demonstrated ability to develop strong working relationships with internal and external stakeholders and a commitment to supporting and mentoring colleagues, are vital qualities for this role.

Reporting line: Manager, Student Academic Misconduct

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

### **Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Significant

Operational context: University wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Manage and investigate suspected incidents of student academic misconduct, ensuring that all assessments are conducted through a procedurally fair process.
- Liaise with subject matter experts, interview students and other relevant parties to gather and assess information. Compile clear, concise and accurate briefs, focused on key points and using appropriate and unambiguous language.
- Provide regular and empathetic communication to students and other stakeholders and facilitate opportunities for responses to allegations, ensuring that wellbeing is prioritised.
- Regularly update databases to ensure that all parties are fully engaged and informed about how a matter is being managed and progressed.
- Develop strong relationships with stakeholders involved in academic integrity processes, including Faculty case managers and academics, and contribute to communities of practice and other forums. Support Faculty-based staff (academic and professional) as required by sharing advice and expertise.
- Develop and maintain a thorough understanding of University policies, procedures and guidelines on managing suspected academic misconduct, emerging trends in academic integrity and detection and investigative techniques.
- Contribute towards the continuous improvement of business processes and systems used to support the detection and investigation of suspected academic misconduct. This may include interrogating University data, such as LMS logs, or following up on cases managed during peak periods where further misconduct was suspected but not reported.

### **Selection Criteria:**

Education/Qualifications

1. The appointee will have: an undergraduate degree coupled with experience conducting detailed investigations, undertaking research, analysing information and clearly determining defensible findings; or an equivalent combination of relevant experience and education/training.

Knowledge and skills:

1. An ability to apply strategic thinking, critically evaluate information and exercise judgement and initiative.
2. Highly developed written communication skills, particularly with the preparation of detailed investigation reports and submissions that support the findings of allegations.
3. Excellent interpersonal skills and a demonstrated ability to act with empathy and compassion and to handle confidential information with tact and discretion.
4. Ability to manage competing priorities, take personal responsibility for meeting objectives, progress work in accordance with timeframes and meet key deliverables.
5. A high degree of cultural competence including the ability to understand, communicate and effectively interact across cultures.
6. Ability to build and maintain positive stakeholder relationships, provide advice and respond to needs, and contribute to a positive, collaborative team environment.

**Other job related information:**

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.
- ▶ Occasional work out of ordinary hours and travel may be required.