

POSITION DESCRIPTION



Student and Scholarly Services
Chief Operating Officer Portfolio

Student Academic Misconduct Officer

POSITION NUMBER	0064170
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$96,459 - \$104,413 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , 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.
CONTACT FOR ENQUIRIES ONLY	Kylie Gillman k.gillman@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

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 Student Academic Misconduct Officer is responsible for the provision of a broad range of administrative and executive services to support the effective operation of the Student Academic Misconduct team. This may include gathering research, commissioning reports, drafting correspondence and communication and assisting more senior team members during peak periods to ensure operational obligations and agreed policy-driven timeframes are met. Responsibilities will also include the provision of administrative and secretariat support for committees, liaising with students and professional and academic staff to schedule hearings and maintaining filing systems and case management platforms in accordance with policy.

The incumbent will possess excellent organisational and interpersonal skills, as well as a high level of initiative and professionalism. Diplomacy and good judgement are absolutely essential to this role, as is ability to act with empathy and compassion and to handle confidential information with tact and discretion.

Reporting line: Senior Manager, Student Academic Misconduct Investigations

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: Moderate

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:

- Liaise with stakeholders to schedule student academic misconduct panel hearings, ensuring the accurate and timely provision of relevant documentation.
- Supporting the broader team of Student and Scholarly Services Investigators by undertaking research, gathering information and reports and entering data as directed into case briefings.
- Maintain precise records and update databases to ensure compliance with policy and to facilitate a seamless workflow and efficient case management.
- Contribute to the smooth operation of panel hearings through the provision of Secretariat support, including preparing agendas, taking minutes and updating databases as required.
- Establish and maintain strong working relationships with a wide range of academic and professional staff, providing initial triage assistance and escalating matters as required.
- Communicate findings, maintaining confidentiality and exercising high levels of diplomacy, tact and discretion.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through a combination of education, training and experience. Demonstrated experience in the administration of disciplinary matters would be advantageous but is not essential.

Knowledge and skills:

2. Proven ability to display a high level of discretion and confidentiality, judgement and professionalism in interactions with internal and external stakeholders, as well as when dealing with confidential and sensitive documents.
3. Excellent written and verbal communication skills and an ability to synthesise information and prepare briefs and reports with a high level of attention to detail.
4. A high degree of cultural competence including the ability to understand, communicate and effectively interact across cultures with compassion and sensitivity.
5. Well-developed prioritisation, time management and organisation capabilities, and a demonstrated ability to handle competing demands and meet deadlines.
6. Ability to work autonomously, exercise initiative, problem solve and prioritise.

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, may be required.