

# POSITION DESCRIPTION



Student and Scholarly Services  
Chief Operating Officer Portfolio

## Manager, Student Academic Misconduct

<b>POSITION NUMBER</b>	0064166
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 8 - \$119,752 - \$129,607 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>	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](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 Manager, Student Academic Misconduct, manages a caseload of sensitive and complex allegations, reviewing submissions, interviewing students and critically evaluating information to determine findings. The incumbent is expected to coordinate the appropriate and timely progression of cases, ensuring procedural fairness and natural justice are reasonably afforded to individuals at all times and that responses and outcomes are fair and transparent.

The position is expected to work closely with staff in faculties and across the institution to ensure that case management and associated processes are delivered in accordance with the University's Student Academic Misconduct Policy. This includes building and fostering positive and productive working relationships with professional and academic colleagues, providing coaching and assistance with best practice case management and the management of allegations, as needed.

Reporting line: Senior Manager, Student Academic Misconduct Investigations

No. of direct reports: –2 – 4

No. of indirect reports: 0

Direct budget accountability: 0

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

Task level: Significant

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 a caseload of complex and sensitive alleged breaches of the Student Academic Integrity Policy, gathering information from a variety of sources and applying reason and care to make defensible assessments.
- Manage a small team of Academic Integrity Investigators, overseeing all aspects of staff performance and ensuring investigations, deliverables and assessments are undertaken through a student-centric, procedurally fair and defensible process
- Conduct interviews, obtain statements and hold difficult conversations with students, demonstrating a high level of cultural competence, compassion, sensitivity and empathy.
- Draft written reports and allegations demonstrating a high level of accuracy and attention to detail.
- Ensure appropriate prioritisation and allocation of matters, providing guidance, mentorship, and advice to others and act as an escalation point where required.
- Establish and maintain effective relationships with a diverse range of stakeholders, providing high-level advisory and expert guidance to senior academic decision-makers and other stakeholders on policy, process and regulatory requirements.
- Develop and maintain a thorough understanding of University's policies, procedures and on guidelines managing suspected academic misconduct, emerging trends in academic integrity and detection and investigative techniques.
- Co-ordinate appropriate training and capacity-building for direct reports as required.
- Identify opportunities for systemic and administrative improvements and broadly contribute to the development of formal University policies, frameworks and systems.
- Demonstrate the highest possible standards of professional and personal conduct, both as an individual and as part of a team, and commit to regular engagement in personal, professional, and team development.

**Selection Criteria:**

## Education/Qualifications

1. The appointee will have: a degree or qualification relevant to investigations 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:

2. Demonstrated ability to use investigation, analytic and/or assessment skills to deliver balanced, robust and procedurally fair investigative outcomes.
3. Excellent interpersonal skills and an ability to apply trauma informed practices and handle challenging and difficult conversations with empathy and sensitivity.

4. Exceptional written communication abilities including experience in producing thorough and timely investigative reports for senior management.
5. Ability to share knowledge, advice and expertise and ensure the effective progression of allegations within a constant, high volume environment.
6. Demonstrated ability to manage others in a complex organisational context and to facilitate a high performing and positive culture.

**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.