

POSITION DESCRIPTION



Student and Scholarly Services
Chief Operating Officer Portfolio

Learning Analyst, Academic Integrity

POSITION NUMBER	0064171 and 0064172
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - \$119,752 - \$129,607 Click or tap here to enter text. per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time
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	Patrick Stoddart Tel +61 3 9035 5468 Email Patrick.Stoddart@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 provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers well-being and scholarly services to students and staff.

Digital Learning Environments (DLE) is a team under the Teaching Learning Innovation (TLI) Portfolio in Scholarly Services. The team is responsible for administering the services and central suite of educational technologies and supporting the academy in using the services to deliver technology-enhanced learning.

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:

The Learning Analyst (Academic Integrity) role requires deep and extensive subject matter expertise in the field of learning and academic analytics.

This expertise underpins a particular focus for this role on the analysis of academic integrity data and analytics to help inform and refine policies, processes and approaches, detection and prevention, to support student and staff efforts to maintain the highest standards of academic integrity.

The role is situated in the Digital Learning Environments (DLE) team, which is part of the Teaching and Learning Innovation (TLI) portfolio of Scholarly Services. The role works in a shared services model, working closely with colleagues across other departments, such as the Office of Student Academic Integrity, the Student & Scholarly Services Academic & Student Misconduct unit, and University Decision Support (UDS). The role will also help to support Faculty Academic Integrity Case Managers by producing and analysing reports on local-level issues and trends in academic misconduct allegations and contributing to recommendations to support institutional-level and bespoke faculty education, communication, and well-being support needs.

The role will be required to conduct investigations and reporting across a range of tools and service providers that together comprise the Digital Learning Environments (DLE) educational technology suite, leveraging the data from across the different services and systems to conduct forensic investigations into suspected cases of student misconduct.

Timely resolution of cases will be a key KPI for this team and will require good coordination across the wider shared services team. This team will also support the decision-makers for more serious cases, with advice and secretariat support where required.

Reporting line: Senior Learning Analytics Consultant

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: n/a

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: Working in a shared services model with other teams and across departments, supporting all faculties, schools and locations of the University

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:

- Undertake analysis of educational technology data and learning and teaching analytics to:
 - inform and refine academic integrity policies, processes and approaches
 - contribute to the detection and prevention of academic integrity misconduct, and
 - contribute to supporting student and staff efforts to maintain the highest standards of academic integrity.
- Contribute to the operation and development of new methods, processes and procedures for detecting and evidencing potential and suspected academic integrity misconduct within a shared services framework.
- Work collaboratively with colleagues in Student & Scholarly Services to evaluate and provide sensitive, accurate data and reporting that supports and enables the assessment of allegations of student academic misconduct.
- When directed, support the Office of Academic and Student Misconduct Conduct with investigative levels of analysis and reporting across a range of tools and service providers that comprise the Digital Learning Environments (DLE) educational technology, leveraging the data from across the different services and systems to conduct forensic investigations into suspected student misconduct cases in a timely manner and meet KPI's as outlined.
- Support the Faculty Academic Integrity Case Managers by producing and analysing views and reports on local-level issues and trends in academic misconduct allegations and contributing to recommendations to support institutional-level and bespoke faculty education, communication, and well-being support needs.
- Liaise with colleagues and peers internally and externally and contribute to the sector and broader higher education academic integrity community.

Selection Criteria:

Education/Qualifications

1. The appointee will have a degree or an equivalent combination of relevant experience and education/training in data analysis and/or related fields.

Knowledge and skills:

1. Demonstrated expertise in the use of software and tools for detecting and analysing academic integrity breaches.
2. Demonstrated expertise, awareness and experience with tracking current and emerging platforms, services, tools and techniques that students may use in undertaking assessment activities.
3. Ability to establish and manage strong working relationships with key internal stakeholders
4. Excellent communication skills, including translating complex data into clear, accurate and usable reports and evidentiary case notes and clearly articulating to non-expert colleagues and other staff.
5. Demonstrated attention to detail and a high level of accuracy in undertaking research and interpreting complex data on issues and trends related to academic misconduct
6. Proven ability to take initiative, proactively address challenges, seek opportunities for improvement and implement new projects.
7. Demonstrated experience in the Australian Higher Education Sector

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.