



POSITION DESCRIPTION

Office of the Provost

Academic Integrity Engagement Coordinator

POSITION NO	0062970
CLASSIFICATION	UOM 7
SALARY	\$106,432 – \$115,211 per annum
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Ben Bulig Email ben.bulig@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

Acknowledgment 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.

Position Summary

The University of Melbourne sets and maintains high standards of academic rigor and, as members of the University's scholarly community, all students are expected to act with academic integrity. This expectation extends beyond simply the absence of cheating to include acting in a manner that is fair and honest, particularly in research and assessment contexts.

The Office of Student Academic Integrity (OSAI) has been established within the Office of the Provost to coordinate a whole of institution approach to promoting, monitoring, and assuring student academic integrity. Key activities of OSAI span student education, staff development, communications, detection and reporting.

The Engagement Coordinator will play a central role in a new process for managing student academic integrity incidents at the University as well as the promotion of academic integrity culture more broadly.

To be successful in the role, the incumbent will have strong communication and relationship building skills and act with discretion and professionalism. Excellent attention to detail, outstanding time management and organisational skills are also required, along with the ability to effectively manage a dynamic workload.

1. Key Responsibilities

- Work with professional and academic staff across the University to promote best practice management of academic integrity incidents, by:
 - Drafting high quality process guidelines, training materials and communication templates for investigators and decision-makers
 - Coordinating communities of practice and working groups, including facilitating and providing executive support to meetings
 - Identifying opportunities for improvement and collaborating across functions to implement solutions.
- Build strong professional relationships with stakeholders, collaborating effectively to seek their input and feedback on efforts to uphold student academic integrity at the University

- Monitor and report on activities across academic integrity incident management and detection systems and contribute to system improvements and design.
- Develop and apply deep understanding of the regulations, policies and processes of the University and the broader higher education sector as they relate to academic integrity
- Support broader OSAI activities to promote a culture of academic integrity across the University and the planning and implementation of educative and preventative initiatives.
- Contribute to other Office of the Provost activities as required.

2. Selection Criteria

2.1 ESSENTIAL

- A minimum bachelor level degree with subsequent relevant experience; or extensive experience and specialist or broad knowledge in administrative fields; or an equivalent combination of relevant experience and education/training
- Good communication, presentation and interpersonal skills, including a demonstrated ability to build and maintain effective relationships with stakeholders
- Demonstrated high-level writing skills and showing flexibility across a range of purposes, audiences and styles as well as strong attention to detail
- Demonstrated initiative, with an ability to anticipate project and stakeholder needs, and to identify dependencies across different pieces of work
- Well-developed analytical and problem-solving skills, including the ability to critically evaluate information; reconcile conflicts; analyse, interpret and generate insights from multiple sources of data and use this information to guide decision-making
- Demonstrated strong organisational skills and initiative, including the ability to effectively plan, prioritise and coordinate work in a dynamic setting, including effective use of relevant technology.
- Demonstrated knowledge and experience of project or administrative work, preferably in a teaching and learning, higher education or public policy setting.

2.2 DESIRABLE

- Knowledge of the University of Melbourne's systems, policies and procedures, particularly relating to teaching and learning and student management
- Previous experience or knowledge of tertiary academic integrity education and misconduct prevention and management
- Previous experience or knowledge of working with LMS data and reports as well as platforms such as Turnitin, and/or building forms, templates and workflows in systems such as Qualtrics, or Google Docs.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under broad direction and will effectively manage their own contributions and projects within a broader suite of work, including time management and prioritisation of tasks. The incumbent will work collaboratively with other members of the Office of the Provost team, including senior executives, as well as other internal and external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is required to understand, interpret and communicate specialist and complex information. The incumbent should be results and solutions oriented, applying creativity and lateral thinking to address challenges as they arise.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must develop a deep understanding of their own projects as well as familiarity with the mission and initiatives of the broader Office of the Provost portfolio.

3.4 RESOURCE MANAGEMENT

The incumbent directly manages their own time, applying their knowledge and problem-solving skills to streamline tasks, and will bring to the attention of their supervisor and the executive lead(s) for their project(s) any requirements for additional resources.

3.5 BREADTH OF THE POSITION

The Engagement Coordinator is responsible for a broad range of tasks and will adapt their approach to meet the needs of different projects.

3. 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.

4. 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.

5. Other Information

5.1 CHANCELLERY

Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- Delivering strategic leadership
- Allocating capital according to strategic priorities
- Developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- Ensuring identity or brand is consistent with strategic intent and purpose, and
- Overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

5.2 OFFICE OF THE PROVOST

Led by the Provost, the Office of the Provost supports the achievement of the vision and objectives for education, people and community set out in Advancing Melbourne 2030. The Office of the Provost portfolio sits alongside other divisions (Research, International, Strategy & Culture, Administration & Finance) within Chancellery, and is responsible for strategic leadership in:

- Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from disadvantaged backgrounds.
- People and Community, including Human Resources, academic and professional staff careers, University community-building, diversity and inclusion for students and staff, and the Respect at Melbourne program.
- Indigenous strategy, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.

The Office of the Provost works closely with Faculties, other areas of Chancellery and external partners.

5.3 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>

5.4 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.

5.5 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 <http://www.unimelb.edu.au/governance>