

Science Secretariat
Faculty of Science

Team Leader, Curriculum Development and Learning Support

POSITION NO	0062051
CLASSIFICATION	UOM 7
SALARY	\$106,432 - \$115,211 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-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	Fleur Hickman Manager, Curriculum and Teaching Support Tel: +61 3 90354734 Email: fhickman@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, Fisherman's 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

Reporting to the Manager, Curriculum and Teaching Support, the Team Leader, Curriculum Development and Learning Support directs and supports a small team to deliver high-quality and timely academic support across the faculty, fostering collaboration and effectiveness and contributing to policy change and implementation in the Faculty of Science.

The Team Leader is responsible for managing curriculum support functions within the faculty; this includes overseeing curriculum approval processes, ensuring quality assurance, and managing the publication of course and subject information. Additionally, they contribute significantly to policy implementation and governance of academic programs by providing policy advice, conducting reviews of faculty processes and principles, and supporting improvement projects for academic program functions, such as Academic Integrity and Fitness to Practice. The Team Leader also provides day to day leadership and supervision of a small team responsible for managing key academic support processes, and supports the Manager, Curriculum and Teaching Support with operational and resource planning, and staff training and development.

This role collaborates closely with the Associate Deans (Teaching and Learning), and the Program Directors, Bachelor of Science and Bachelor of Agriculture and Director of Veterinary Education. The Team Leader is also part of a network of other team leaders across the Student and Academic Services team and school Academic Support teams with a shared responsibility to high quality and timely academic services for the faculty. In addition, the Team Leader, Academic Policy, and Governance will build and maintain effective working relationships with colleagues in Student and Scholarly Services, Office of the Provost, and Academic Secretary's office.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. Key Responsibilities

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

- ▶ Effectively plan and coordinate the administration of curriculum development for academic programs within the Faculty, including course and subject approval processes, administration of the curriculum approval committees, and publication of the student Handbook, ensuring that university systems accurately reflect the Faculty of Science curriculum.
- ▶ Act as a member of Faculty Academic Programs Committees and Course Standing Committee.
- ▶ Provide high-level support in major program reviews and the creation of new teaching and learning initiatives and collaborate closely with key stakeholders to enhance curriculum design.
- ▶ Provide advice and guidance to staff regarding academic programs policy and processes. Stay updated on University and Government policy changes and procedures, and make recommendations for policy adjustments and process enhancements.
- ▶ Actively contribute to innovation and continuous improvement of practices and processes based on analysis and feedback, working collaboratively with stakeholders to inform business improvements.
- ▶ Manage key academic support processes in the faculty, such as Academic Integrity and Fitness to Practice
- ▶ Lead and guide a small team, setting clear performance expectations, providing regular feedback, and documenting outcomes. Motivate, coach, and supervise staff to achieve goals, ensuring both poor performance is addressed, and high performance is recognized and rewarded.
- ▶ Demonstrate commitment to actively fostering a positive and professional work environment that encourages innovation, teamwork, high achievement, continuous improvement, and job satisfaction.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant degree, and experience in curriculum development or learning support, preferably within a higher education institution, or extensive relevant experience.
- ▶ Demonstrated commitment to providing excellent customer service, with the ability to set professional service standards and actively improve service quality over time.
- ▶ Strong written and verbal communication skills, with a proven ability to interact effectively with diverse stakeholders in dynamic and complex environments, addressing various needs.
- ▶ Demonstrated ability to interpret, explain, and apply policies, procedures, rules, and regulations effectively.
- ▶ Skilled in developing and reviewing administrative procedures and systems in response to changes, and proficient in sharing relevant information efficiently.
- ▶ Demonstrated ability manage multiple stakeholder relationships with discretion, judgement, and cultural sensitivity, including the ability to resolve problems and negotiate solutions with senior staff.

- ▶ Strong organizational skills, including the capacity to create and implement new procedures, and initiatives.
- ▶ Proficiency in quantitative data literacy, demonstrated by the capability to extract data from various systems and present it in standard formats using tools like Excel or similar software.
- ▶ A high level of enthusiasm, flexibility, self-motivation, and initiative, and demonstrated ability to work independently as well as cooperatively as part of a team

2.2 DESIRABLE

- ▶ Experience and knowledge of the University of Melbourne's academic and administrative structure, mission and strategic objectives or experience and knowledge of the higher education sector more broadly.
- ▶ Experience in the use of University systems including Student One and Curriculum Approval Publication System (CAPS)
- ▶ Experience with the University's course and subject changes policies and procedures

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ The role may require occasional work out of ordinary hours, to support events held outside normal office hours and on weekends.

Annual leave may be restricted or not approved during peak periods of the year.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will report to the Manager, Curriculum and Teaching Support and work closely with the Associate Deans (Teaching and Learning), Program Director BSc and B.Agr and Director, Veterinary Education.

The incumbent will have the autonomy to take initiative in defined areas of responsibility. They will need to work collaboratively with other staff in the team, Faculty, University and externally and build relationships of influence to achieve positive outcomes.

3.2 PROBLEM SOLVING AND JUDGEMENT

This position requires high level analytical, conceptual and problem-solving skills to ensure the course and subject change process within the Faculty are run as efficiently as possible. It is expected that the incumbent will bring expertise and innovation in curriculum development to the resolution of problems. The ability to exercise independent judgement and confidentiality, as well as the ability to recognise consequences and outcomes of advice, decisions or actions taken, is essential to this position.

The incumbent will regularly provide advice to senior academic staff. This position requires the incumbent to act with discretion and acumen based on a sound understanding of stakeholder positions, precedent, and University policy.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position will be expected to develop a detailed knowledge of the Faculty and University policies, in particular those related to course and subject design. A thorough knowledge of the course approval process and the relevant approving committee structures will be essential.

The incumbent should have a very high level of proficiency in standard application software such as the Microsoft Office suite and large integrated databases. They will be expected to have or develop the ability to extract, analyse and manage data.

3.4 RESOURCE MANAGEMENT

The incumbent will be required to lead a small team of professional staff.

They will also be part of a group of team leaders and managers in the Faculty responsible for identifying opportunities and allocating staff resources to effectively meet team goals.

The incumbent must solicit cooperation from staff who do not report directly to this position: this requires a consultative style, and an ability to build common respect and understanding.

3.5 3.5 BREADTH OF THE POSITION

The incumbent will communicate and manage relationships with a wide range of faculty and university academic and professional staff at many levels,

The position requires the incumbent to have a holistic view and understanding of the Faculty and University's curriculum development process which will cross multiple domains, functions and portfolios. The role will provide advice and operational support on a wide range of matters to a wide range of stakeholders.

4. *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.

5. 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.

6. Other Information

6.1 SCIENCE SECRETARIAT

The position is located in the Student and Academic Services team, within the Faculty of Science Secretariat. Student and Academic Services administers course and subject processes; coordinates transition, orientation, student experience, experiential learning, industry engagement and learning support services for students.

6.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

6.3 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>

6.4 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.

6.5 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 <https://about.unimelb.edu.au/strategy/governance>