

POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences
Melbourne School of Psychological Sciences

Academic Programs Coordinator

POSITION NO	0037824
CLASSIFICATION	UOM 7
SALARY	\$106,432-\$115,211 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-Time (0.8 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	Sumita Verma Email sumita.verma@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.

Position Summary

The Melbourne School of Psychological Sciences is one of the leading schools of Psychology in Australia, with active research programs in Behavioural Neuroscience, Clinical Psychology, Clinical Neuropsychology, Cognitive Psychology, Developmental Psychology, Quantitative and Mathematical Psychology, and Social Psychology. We have a large undergraduate and fourth-year teaching program and an extensive postgraduate program providing research and professional training.

The Academic Programs Coordinator is a member of the Academic Programs Team in the Melbourne School of Psychological Sciences. The team works collaboratively to deliver a range of support functions to academic staff across the school. In consultation with the Academic Programs Manager, the position coordinates administration of all coursework and graduate research programs, ensuring equity of experience for all students in liaison with the relevant clinical and departmental contacts and assists in the development and maintenance of key relationships with other organisational stakeholders.

This position is broad in scope and requires a high degree of initiative and self-management to deal with the range of functions and tasks involved. As a Coordinator in the Academic Programs Team, the incumbent will be required to provide leadership across a range of critical areas of University academic programs administration; including compliance with academic policy, student recruitment and retention (including monitoring and improving student satisfaction), implementation of continuous improvement and business continuity processes. They will need to possess well-developed organisational, time management and problem-solving skills. They will be required to use initiative and be responsive to the needs of the School.

This position reports to the Academic Programs Manager, working in coordination and alignment with the Faculty and University Services.

The School fosters a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- ▶ Collaboration and teamwork
- ▶ Compassion
- ▶ Respect
- ▶ Integrity
- ▶ Accountability

1. Key Responsibilities

- ▶ Responsible for the operational delivery of academic programs tasks to support the learning and teaching tasks of the School as allocated by the Academic Programs Manager. This may include but is not limited to: Research & Higher Degrees, Gifts and Scholarships administration, Assessments and Results, Selection and Admissions, Supporting the Courses and Subjects change process, Special Consideration and Exams, Academic Progress and Student Academic Misconduct.
- ▶ Managing, supporting and developing a small team to administer components of the student lifecycle to achieve School objectives.
- ▶ Acting as the first referral point for the Academic Programs Officers in relation to all matters pertaining to academic program tasks and escalating to Academic Programs Manager as appropriate.
- ▶ Working cross-functionally with the equivalent Academic Programs Coordinator to ensure alignment and coverage across all Academic Programs tasks, support a better student experience and share best practice.
- ▶ Developing and maintaining effective and productive relationships with key academic staff of the School and internal, external and Central University stakeholders.
- ▶ Leading and coordinating Academic Programs projects as required.
- ▶ Coordinating continuous review and improvement of operational processes and service provision
- ▶ Deputise for the Academic Programs Manager as required.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with substantial relevant experience; or an equivalent combination of relevant experience and/or education and training.
- ▶ Extensive experience in an Academic Programs role leading and supporting a small team in the administration of a range of complex functions.
- ▶ Experience in interpretation of policies and procedures as pertaining to specialised Academic Program functions.
- ▶ Excellent interpersonal and communication skills including the demonstrated ability to work effectively with a range of stakeholders including senior academic staff and professional staff across the University and the Faculty.
- ▶ High-level organisational and problem-solving skills, including the ability to coordinate multiple functions, manage projects to deadlines, meet competing deadlines; to work

proactively, plan ahead and balance demands within a complex and high-pressure environment.

- ▶ Demonstrated ability to identify improvement opportunities including the development of administrative processes by reviewing existing guidelines and procedures and recommending change to the Academic Programs Manager; drafting and implementing new procedures where required
- ▶ A high level of initiative and drive with a demonstrated ability to identify, develop and implement solutions to complex problems.
- ▶ Proficient in the use of key student and client management systems.

2.2 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours.
- ▶ 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.
- ▶ Annual leave must be taken at a time which accommodates the peak workflows of the area.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position will operate under the broad direction of the Academic Programs Manager and will also work with the Director Professional Programs and the Dean of Teaching and Learning as required. The role requires that the incumbent take responsibility for their work and independently carry out agreed tasks, be self-motivated, proactive and able to prioritise workload and plan ahead.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position is expected to have high level problem-solving skills with the ability to exercise sound judgment and show initiative while working within the University policies and procedures framework. The position will act as the first escalation point in relation to student cases and will be expected to effectively apply University policy in their resolution.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position will be expected to develop a detailed knowledge of the School, Faculty and University policies related to Teaching and Learning and student Management and support. Developing a sound knowledge of the course approval process and the relevant approving committee structures will be essential. The incumbent is also expected to have an understanding of the School's overall strategic objectives.

3.4 RESOURCE MANAGEMENT

The Academic Programs Coordinator is a member of the Academic Programs team and consults with the Academic Programs Manager for decision making around the allocation of staff resources to effectively meet team goals

3.5 BREADTH OF THE POSITION

The Academic Programs Coordinator interacts with School, Faculty and University academic and professional staff at many levels. The position supports the Academic Program Manager across a broad range of Academic Programs activities central to the Teaching and Learning activities of the School.

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 6.1 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

www.psychologicalsciences.unimelb.edu.au

The Melbourne School of Psychological Sciences is one of six schools within the Faculty of Medicine, Dentistry and Health Sciences. It is consistently ranked one of the top Schools of Psychology in Australia and was ranked 19th in the world in the 2023 QS global rankings. The School is undergoing vigorous growth and attracts some of the best students nationally and internationally to its broad range of APS accredited undergraduate, graduate, professional, and research programs.

The School's teaching is underpinned by excellence in research across a range of fields, including cognitive and behavioural neuroscience, cognitive and mathematical psychology, social and personality psychology, and clinical science. Research links extend across 25 departments, centres and institutes within the Faculty of Medicine, Dentistry and Health Sciences, including The Melbourne Brain Centre, The Murdoch Children's Research Institute, ORYGEN Youth Research Centre, Austin Health, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, and St. Vincent's Hospital. Research links are also embedded in a broad range of other disciplines across the University including within the Faculties of the Victorian College of the Arts and Melbourne Conservatorium of Music, Science, Business and Economics, Education, Engineering, Law, and the Melbourne Business School.

The School is home to a vibrant community of >180 academic, teaching, research and professional staff, over 100 honorary staff, 150 tutors, and 120 PhD students. In 2023, there were over 6,500 students enrolled in undergraduate subjects offered by Psychological Sciences, primarily through the Bachelor of Arts, Bachelor of Science and Bachelor of Biomedicine, but also in breadth subjects in the Bachelor of Commerce, Bachelor of Environments, and Bachelor of Music. There were about 200 students enrolled in the Graduate Diploma of Psychology, about 140 students enrolled in fourth year programs (B. A.(Hons), B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 130 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

MSPS staff are located at various sites across the University:

- ▶ Redmond Barry Building, Tin Alley - main location
- ▶ Complex Human Data Hub and Melbourne Centre for Contemplative Studies - Melbourne Connect, 700 Swanston St
- ▶ Melbourne Centre for Behaviour Change part located at 800 Swanston Street
- ▶ Melbourne Teaching Health Clinics – Cardigan St
- ▶ AEC Optometry – Px4
- ▶ Monash Rd - OPMEG

In addition MSPS requires access to large teaching spaces across campus in particular for undergraduate classes – Faculty of Science, Art, Bio-Med.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

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>