POSITION DESCRIPTION

The University of Melbourne 
(logo)

Melbourne Law School

Academic Programs Officer

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| Position No | 0063879 |
| Classification | UoM 5 |
| Salary | $83,159 - $ 95,518 per annum, pro rata |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full time |
| BASIS OF EMPLOYMENT | Fixed-Term (6 months) |
| 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](http://hr.unimelb.edu.au/careers), select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number. |
| contact For enquiries only | Ms Cassie Kearns Manager, Teaching and Learning Email: Cassandra.kearns@unimelb.edu.au  Please do not send your application to this contact |

For information about working for the University of Melbourne, visit our website:   
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

This position provides vital support to a range of administrative functions in the delivery of timetabling and assessment in the Academic Support Office (ASO) of the Melbourne Law School (MLS).

The Academic Programs Officer is a member of the Program Delivery team within the broader Teaching and Learning team in the ASO.

The Academic Programs Officer contributes to: assessment procedures; examination and results processes; assessment scheduling; facilitating examination boards; results reporting; class scheduling; class registration; provision of assessment feedback; room allocations; and liaison with academic staff. In addition, they also assist with the administration of the timetables for the Juris Doctor (JD), Melbourne Law Masters (MLM) and breadth courses.

# Key Responsibilities

## timetabling and assessment administration

* Provide advice to academic staff and students regarding results, assessment, timetables and class registration;
* Assist with the planning and administration of all examinations including take home exams, interim assessment, final exams and special exam arrangements where required;
* Assist with the collation and uploading of results for all law subjects;
* Manage the submission of assessment by students and distribution to academic staff and the return of marked assessment to students;
* Checking of Turnitin reports and advising academic staff of any potential plagiarism;
* Update the Learning Management System, StudentOne and University handbook as required;
* Identify students requiring priority marking for graduation purposes and monitoring to ensure that results are returned within the tight timeframes required;
* Coordinate class registration and provide support to the creation of timetables
* Coordinate entering timetabling data into University timetable systems and monitor subject enrolments to ensure appropriate spaces have been allocated;
* Provide Executive Officer support to the JD Board of Examiner committee and MLM Results Working Group including minute taking;
* Ensure accurate record keeping for Academic Misconduct cases in accordance with University policy and procedures;
* Undertake other activities to support the work of the Teaching and Learning team as required;
* Maintain effective and collaborative relationships with University Services and Chancellery;

## OTHER

* Undertake additional tasks in the MLS outside this role description as required
* Assist with major MLS Events including Orientation, Dean’s Welcome & Open Day
* Oversee compliance and quality assurance management, in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies
* Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

# Selection Criteria

* 1. **Essential**
* A relevant degree or equivalent combination of relevant experience and/or education
* High level interpersonal and relationship management skills, including the ability to liaise effectively with a diverse range of individuals
* Demonstrated written and verbal communication skills, with a specific focus on clarity and diplomacy
* Excellent organisational skills to ensure effective completion of tasks within deadlines, and the ability to plan and prioritise effectively to see tasks through to completion
* Ability to work autonomously, to use initiative, and to anticipate work requirements
* Ability to work as an effective member of a team
* Demonstrated commitment to high quality client service
* Excellent skills in a range of computer applications including the Microsoft Office suite and databases, and the ability to learn new applications quickly
  1. **Desirable**
* Demonstrated successful experience within a similar role, preferably in a higher education institution
* Knowledge of the Melbourne Law School operating procedures and the academic environment
* Skills in the use of University student systems such as StudentOne (student management software), Canvas (Learning Management System), Syllabus+, or similar

# Special Requirements

* Operational requirements may influence the approval and timing of annual leave
* The incumbent is required to participate in scheduled activities - such as exams and Open Day – that occasionally take place outside normal office hours

# Job Complexity, Skills, Knowledge

## Level of Supervision / Independence

The position operates under the direction of the Program Delivery Manager and requires flexibility, reliability and excellent organisational skills. The incumbent will be responsible for managing their own workload and priorities, in consultation with their supervisor.

## Problem Solving and Judgement

A high degree of professional judgement is required, as well as the ability to prioritise competing and conflicting demands with multiple deadlines. The incumbent will be required to identify and implement procedures for the timely and accurate return of results, and management of the assessment and timetabling processes. The Academic Programs Officer is expected to develop a comprehensive knowledge of relevant University regulations and policy and provide accurate advice regarding these to students and staff. The role also requires the incumbent to continually review and improve local administrative procedures as they relate to timetabling, class registration, results and assessment processes.

## Professional and Organisational Knowledge

The incumbent is required to develop a comprehensive knowledge and understanding of Melbourne Law School breadth and graduate coursework programs (JD & MLM), in particular the relevant University policies and regulations regarding assessment, results, student progress, student discipline and special consideration.

## Breadth of the position

The incumbent is required to complete a variety of tasks and is expected to make appropriate decisions and provide advice that is in accordance with the appropriate policies and processes. The incumbent will need to gain a detailed knowledge of the Law School’s and MSOG coursework programs and academic support procedures, including competency in the student administration system StudentOne, Syllabus+ and the Learning Management System Canvas.

# 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.

# 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.

# Other Information

## Organisation Unit

[www.law.unimelb.edu.au](http://www.law.unimelb.edu.au)

Melbourne Law School is Australia's first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law, and awarded this country's first law degrees. The Law School is now fully graduate with its Juris Doctor for admission to practice recognised as a high level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

## 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>

## 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.

## 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>