

POSITION DESCRIPTION



Student and Scholarly Services
Chief Operating Officer Portfolio

Senior Manager, Student Academic Misconduct Investigations

POSITION NUMBER	0063705
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 10 - \$149,670 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
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	Lyn McColl Email lyn.mccoll@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 (SASS) provides student administration and services from recruitment and point of enquiry to graduation. The Executive Directorate of Student and Scholarly Services is led by the Executive Director and Academic Registrar and supports student grievances and complaints, operational planning and communications and information to current students. It provides executive and administrative support to the Executive Director and sub-portfolio directors.

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 Senior Manager, Student Academic Misconduct Investigations leads a newly established function within the Academic Registrar's Office in Student and Scholarly Services, responsible for investigating allegations of serious academic misconduct. The function is a key support to the University in ensuring it meets its obligations under relevant national and international integrity frameworks.

The role is responsible for overseeing all aspects of the investigative approach into suspected serious academic misconduct as defined in the University's Student Academic Misconduct Policy. This includes managing and overseeing a team of investigators, coordinating the appropriate and timely progression of cases, completing investigations, supporting the hearing process and ensuring procedural principles of fairness, natural justice and transparency are afforded to individuals at all times.

This is a hands-on role, and the incumbent is expected to manage a workload of sensitive and complex cases, working with academic colleagues to form allegations and reviewing and undertaking investigations whilst also leading and supporting other team members. It requires exceptional people and operational management experience, strong interpersonal and analytical skills and an ability to work with others to achieve outcomes.

The Senior Manager, Student Academic Misconduct Investigations will demonstrate extensive knowledge of investigation procedures and associated supporting documentation acquired through a similar role in an educational, public sector or relevant commercial environment such as insurance, legal/law, financial services, fraud/criminal, workplace or government investigations. They will possess high level interpersonal and verbal communication skills and a proven ability to liaise, influence, support and advise staff at all levels, and engage with students in an appropriate and responsive manner. The incumbent will have superior drafting skills to ensure that reports and documentation are clearly articulated for decision makers, respondents and other relevant parties.

The Senior Manager, Student Academic Misconduct Investigations will be a representative on leadership forums in the broad area of student academic misconduct, contributing to effective academic integrity processes, projects, methods, and internal governance frameworks to influence and support the delivery of strategic programs of work that aim to continuously improve overall student academic integrity. The role also plays an active part in the identification and evaluation of data and reporting on trends and issues in student academic integrity.

An experienced professional, the incumbent will demonstrate a high degree of team leadership and coaching skills, fostering a supportive and collaborative environment and engaging others to share information and tackle challenges.

Reporting line: Deputy Academic Registrar, Student and Scholarly Services

No. of direct reports: 3 to 5

No. of indirect reports: 1 to 5

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Extensive

Operational context: University-wide

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:

- Establish and lead the Student Academic Misconduct Investigations team, overseeing all aspects of staff performance and ensuring investigations, deliverables and assessments are undertaken through a student-centric, procedurally fair and defensible process.
- Plan and conduct complex and sensitive investigations into suspected breaches of student academic integrity, including drafting allegations, conducting interviews, obtaining statements for use in panel proceedings and preparing reports and briefs of evidence.
- Provide guidance and expert advice on academic misconduct investigations and respond to queries from colleagues across the institution.
- Interpret reports and data and apply knowledge of policy and integrity frameworks.
- Oversee the convening of and documentation of central decision-making panels in accordance with Policy.
- Prepare reporting and analysis of case management and investigation data and learnings, for communication to senior leadership, governing committees, communities of practice and any other necessary forum.

- Manage, develop, and continuously seek to improve internal investigation work practices including how investigations are considered, evaluated and conducted.
- Contribute to the leadership of student academic integrity, building effective professional relationships and networks and liaising with staff, students, governing bodies and other key stakeholders to achieve outcomes.
- Keep abreast of technological, professional, regulatory, administrative and other changes that affect the University's ability to monitor and manage academic misconduct, evaluate compliance levels or address non-compliance. Assess the impact of any such developments and work with others across the institution as required to implement effective solutions.

Selection Criteria:

Education/Qualifications

1. The appointee will have: A degree or qualification (preferably at post-graduate level) which is relevant to investigations, together with significant experience conducting internal investigations (for example in fields such as compliance, insurance, legal/law, financial services, fraud/criminal, workplace or government investigations), or an equivalent combination of relevant experience and education/training. Experience undertaking this work in a large complex organisation or in an educational setting is beneficial but not essential.

Knowledge and skills:

2. Proven leadership experience, including the ability to motivate teams, manage priorities and drive results in a complex, high-pressure environment.
3. Detailed knowledge of procedural fairness, policy interpretation and navigating governance frameworks. Knowledge of current national and international research in relation to academic integrity would be highly regarded.
4. Demonstrated critical thinking, analytical and problem-solving abilities including an ability to think conceptually and adopt a forensic approach to problem-solving.
5. Well-developed written and verbal communication skills, with the ability to collaborate and influence decision-making at all levels.
6. Demonstrated sound judgment and a superior level of interpersonal skills and emotional intelligence, especially in relation to dealing with sensitive and confidential matters in a trauma informed manner with empathy and respect.
7. A high degree of cultural competence including the ability to understand, communicate and effectively interact across cultures with compassion and sensitivity.

Other job-related information:

- This position requires the incumbent hold a current 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.
- Occasional work out of ordinary hours and travel may be required.