

Position Description – Senior Advisor, Learning & Teaching Quality

Position Details

Position Title: Senior Advisor, Learning & Teaching Quality

Position Number: 50060017

College/Portfolio: College of Business and Law

School/Group: Learning & Teaching Portfolio

Campus Location: Based at the City campus, but may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Continuing

Note: See [Reasons for fixed term appointments guideline](#) for explanation of fixed term categories

Time Fraction: 1.0 FTE

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

College/Portfolio/Group

The largest business school in the Asia Pacific region, the College of Business and Law is comprised of seven schools – six in Melbourne and one in Vietnam – delivering Business programs ranging from certificates to PhDs. Many programs articulate between vocational education and higher education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore and Shanghai, as well as through Open Universities Australia (OUA) and RMIT Online.

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business. The College assists in achieving the ambitions of RMIT's strategic plan Ready for Life and Work by making active contributions towards lifechanging experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and global reach.

The College's centre is located on RMIT University's City Campus in the heart of Melbourne's CBD.

For further details about the College, please visit: <https://www.rmit.edu.au/about/our-education/academic-colleges/college-of-business>

Position Summary

The *Senior Advisor, Learning & Teaching Quality* will lead and support quality and continuous improvement initiatives and projects in the College of Business and Law. The incumbent will provide expert learning and teaching advice and implementation support for program and course development, improvement and quality assurance.

Reporting Line

Reports to: Manager, Learning and Teaching

This position has no direct reports

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Lead implementation on behalf of the DPVC L&T, the University's Quality Framework including annual and 5-year review cycles and ensure compliance with the Australian Qualifications Framework (AQF) for all College of Business and Law academic programs.
- Lead the development, implementation and maintenance of learning and teaching quality assurance and management processes within the College of Business and Law across all programs, modes and locations.
- Track and review compliance of College of Business and Law programs with the Australian Qualifications Framework (AQF), and other relevant standards and bodies.
- Provide timely, expert and authoritative advice to the Deputy Pro Vice-Chancellor (Learning & Teaching) and other members of College Executive on quality assurance matters.
- Represent the College on relevant university quality management committees and working parties and proactively liaise with professional, academic and teaching staff to implement College-wide quality standards.
- Prepare authoritative reports on matters related to learning and teaching quality management for various University, College and School committees driving change in programs and courses to improve the student experience.
- Analyse qualitative and quantitative data to establish priorities for action and advise program managers and course coordinators of the insights for action through the quality framework process.
- Establish learning and teaching data report suites through liaison with College and University contacts.

- Provide professional development experiences for staff in maintaining and managing quality process across a range of academic and teaching roles.
- Assist in the creation and maintenance of program and course mapping information, and review program guides for consistency and compliance with internal and external quality standards and policy requirements.
- Work with program managers and course coordinators to ensure program and course guides are published in line with university policy and college guidelines.

Key Selection Criteria

1. Extensive knowledge and experience in learning and teaching, and in the delivery, evaluation and quality assurance of programs and courses in a tertiary institution with local, global and online operations.
2. Highly developed knowledge and skills to deliver expert learning and teaching quality advice, support and development opportunities to professional, academic and teaching staff to achieve improvements to process and outcomes.
3. Demonstrated ability to lead, manage and evaluate the implementation of learning and teaching standards effectively.
4. Demonstrated ability to analyse, interpret and synthesize complex data and information, and national and international educational quality standards, to inform expert advice and continuous improvement.
5. Excellent relationship management, consultation and liaison skills to communicate effectively at all levels, and influence change.
6. Highly motivated and proactive with a proven track record in delivering responsive service and advice.
7. Demonstrated excellent communication and interpersonal skills to effectively communicate with a broad range of stakeholders.

Qualifications

Mandatory - An undergraduate qualification in an area relevant to the position such as education, management or another relevant field.

Preferred - A postgraduate qualification in an area relevant to the position such as education, education management, management or another relevant field.

Endorsed:	Signature: Name: Susan Trigg Title: Manager, Learning and Teaching Date: 4 September 2019	Approved:	Signature: Name: Title: Date:
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