

Position Description

Senior Accreditation Officer

Position No:	New
Business Unit:	School of Education
Division:	Office of the Provost
Department:	School of Education
Classification Level:	HEO6
Employment Type:	Part-time, Fixed Term
Campus Location:	Melbourne (Bundoora)

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

This fixed term position will provide coordination and direct support to the School in the re-accreditation of the Initial Teacher Education courses. The primary responsibilities for this position is to provide high level support to the School leadership in developing the required materials for submission to the Victoria Institute of Teaching (VIT) and Academic Board.

Duties at this level will include:

- Work at this level may require the ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
- Performs tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and adapts those procedures and techniques as required to achieve objectives without impacting on other areas.
- Advises on the analysis and interpretation of data, identify trends and test solutions, sources additional related information where appropriate, and reports on progress, to support the resolution of issues/problems.
- Generates original ideas and innovative solutions through the provision of specialist know how and advice as appropriate.
- Ensures professional and quality service standards are maintained and applied within own area of activity.
- Innovates within own function and takes responsibility for outcomes, including the development of section procedures and management strategies.
- Provide support to the School leadership in the development and submission of materials for internal and external accreditation requirements.
- Plan and monitor key milestones and deliverables to meeting critical deadlines.

Essential Criteria

Skills and knowledge required for the position

- A Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Experience in award degree accreditation processes in higher education and with external professional bodies.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.

- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to implement improvements to local processes.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date: