



## Position Description

<b>Position Title:</b>	Course Review Officer
<b>Position Classification:</b>	Level 6
<b>Position Number:</b>	319572, 317573, 317574. 321340
<b>Office:</b>	DVC Education
<b>School/Division:</b>	Office of the Pro Vice-Chancellor (Academic)
<b>Supervisor Title:</b>	Senior Course Review Officer
<b>Supervisor Position Number:</b>	319571

### Your work area

Organisational reviews are an essential part of the University's planning and quality assurance framework and provide valuable input into strategic planning activities, continuous improvement and accountability across the institution. Under the Higher Education Standards Framework, the University is required to undertake a cyclical review of its courses and academic units. The University is committed to a program of reviews of schools and other academic units as an integral part of its strategic planning and quality assurance process.

The Office of the Pro Vice-Chancellor (Academic) is a diverse office within the Education portfolio that contributes significantly to oversight and future directions of the University's coursework degrees. The Office has overall responsibility for monitoring, reporting and facilitating academic quality and standards.

### Reporting structure

Reports to: Senior Course Review Officer

### Your role

As the appointee you will, under general to broad direction, work with key stakeholders and be responsible for conducting and delivering Comprehensive Course Reviews in accordance with the University's academic policies. You will coordinate, facilitate and monitor the timely and professional delivery of these reviews as well as provide Executive Officer and logistical support to key stakeholders. This also includes the collation and drafting of Review Reports.

### Your key responsibilities

Facilitate and provide operational support for the planning, information preparation, review visit, reporting, implementation/follow up phases of the review approach in collaboration with the Review Chair, Executive Sponsor and Senior Course Review Officer

Collate submissions, prepare review draft reports and facilitate the preparation of key documentation as required by the Review Policy and procedures

Provide meeting support activities such as agenda and minute preparation, document dissemination and action item follow-up

Undertake logistical tasks associated with a review such as meeting scheduling, accommodation, transport, catering and other key administrative tasks

Apply an extensive and in-depth knowledge to provide advice on the review

Liaise with senior University Staff contributing to the review

Contribute to the provision of reports and briefing notes for relevant governance committees, Executive and other relevant parties

Ensure key review documentation, as required by the Review Policy and procedures, are filed in accordance with the University's record keeping requirements

Other duties as directed

### Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency

Substantial relevant experience at an appropriate level

Excellent written and verbal communication skills, including liaison, report writing and submission preparation

Excellent planning and organisational skills, and a demonstrated ability to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Demonstrated experience in communicating, liaising, influencing, and working with diverse groups and at various organisational levels

Demonstrated ability to exercise judgement, maintain confidentiality and manage sensitive information about areas of an organisation

Ability to work independently, show initiative and work productively as part of a team

Experience as a committee Executive Officer

Curriculum management and / or course accreditation experience

### **Special requirements (selection criteria)**

There are no special requirements

### **Compliance**

#### Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.