

POSITION DESCRIPTION

Position Title	Education Advisor
Business Unit	Faculty of Arts and Design
Appointment Level	UC Level 6
Reporting To	Senior Education Advisor
Number of Direct Reports	0
Delegation Band	7
Position Number	62180

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



BUSINESS UNIT OVERVIEW

The Faculty of Arts & Design comprises two schools: Arts & Communication and Design & Built Environment as well as the News and Media Research Centre and the Centre for Creative and Cultural Research. The Faculty offers a range of undergraduate courses and postgraduate coursework degrees as well as higher degrees by research with teaching delivery ranging across 2 campuses, online and with increasing international focus. The Faculty Administration team operates in a highly flexible mode, supporting the Dean, Faculty Executive and Academics in a complex, busy and ever-changing environment.

POSITION PURPOSE

Reporting to the Manager, Student Experience and working closely with our Senior Education Advisor, the Education Advisor will assist with course quality development and the course monitoring, review and improvement cycle. The role requires attention to detail, robust administrative skills, an ability to support internal governance processes, and strong understanding of the higher education policy and legislative environment.

The position will assist developing and implementing processes, procedures, and evaluation processes in collaboration with stakeholders, and will liaise with staff across the University to prepare course reaccreditation, 1 accreditation, assist with course development and proposals and any associated governance requirements as needed.

The development and maintenance of communication channels, relationships and networks with Faculty & University staff involved in course reaccreditation and review processes are integral to this position.

PRIMARY RESPONSIBILITIES

Reporting to Senior Education Advisor

The occupant of this position will:

1. Administer processes and procedures associated with course accreditation or accreditation and assist with course quality development and the course Monitoring, Review and Improvement cycle including data entry and quality checking.
2. Develop and maintain strong working relationships with Faculty academic and professional staff and across UC to manage the course development, accreditation and reaccreditation processes to the timeframes and deadlines set.
3. Provide advice on higher education policy and legislative environment compliance issues associated with course reaccreditation and other course requirements as needed.
4. Assist with the provision of secretariat support for faculty committees and groups including Faculty Assessment Board and Course Advisory Groups.
5. Perform other relevant duties as appropriate to classification level and as required by Dean & Faculty Manager

Key Capabilities	Descriptors
1. Citizenship	<p>1.1 Upholds, demonstrates, and promotes the university’s purpose and values.</p> <p>1.2 Promotes diversity of thought and creates an inclusive workplace where people feel a sense of belonging.</p> <p>1.3 Looks beyond own point of view to consider needs of others and looks for opportunities to create belonging, support reconciliation, diversity, and inclusion.</p> <p>1.4 Manages accessibility concerns to promote equity.</p>
2. Effective Communication	<p>2.1 Adjusts message and delivery appropriate to audience.</p> <p>2.2 Listens authentically to others to understand content and context and effectively communicates ideas.</p> <p>2.3 <i>Produces accurate and effective information in a timely and efficient manner.</i></p> <p>2.4 <i>Influences and negotiates persuasively.</i></p> <p>2.5 <i>Builds cultural competence and adaptive communication skills.</i></p>
3. Collaboration	<p>3.1 Connects and collaborates with our community.</p> <p>3.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>3.3 Authentically and meaningfully connects with people who are different to self.</p> <p>3.4 Is open to a variety of ideas, experiences, and styles.</p> <p>3.5 <i>Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</i></p>
4. Delivers results	<p>4.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>4.2 Responds to changing circumstances and priorities.</p> <p>4.3 <i>Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</i></p>
5. Business Acumen	<p>5.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>5.2 Manages resources effectively.</p> <p>5.3 <i>Understands the commercial context the University operates in.</i></p>
6 Service	<p>6.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>6.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
7. Digital Literacy and Innovation	<p>7.1 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>7.2 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p> <p>7.3 Isn’t afraid to have an impact. Inspires others to be innovative. Is brave, stirs curiosity and shares ideas and discoveries that shape our future.</p> <p>7.4 <i>Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</i></p> <p>7.5 <i>Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</i></p>

Note: This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
- cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability