

POSITION DESCRIPTION

Position Title:	Academic Coordinator
Business Unit:	Faculty of Science and Technology
Appointment Level:	UC Level 5
Reporting To:	Senior Administration Coordinator
Number of Direct Reports:	0
Delegation Band:	7
Position Number:	TBA

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 Science and Technology drives the University's renewed focus on the science and technology disciplines to produce courses that meet the rapidly changing demands of the job market.

Strong ties and ongoing consultation with government, industry and the community ensure that our courses reflect the needs of employers and that our graduates are equipped with the skills and knowledge to be in high demand.

Our teaching program brings together a high-performance cross-disciplinary team of leading educators and researchers to provide the very best opportunities for our students to progress toward a rewarding career.

Our researchers work closely with the academic programs and with partner organisations nationally and internationally. Our extensive cohort of highly engaged adjunct staff are drawn from leaders in academic, government and industry who act as advocates for our work and provide access to networks spanning the globe.

The Faculty performs world-class research focusing on a multidisciplinary approach that delivers solutions to make a real impact in society, from helping our ecosystems to therapeutic solutions to understanding and developing the technology we use daily.

Our Higher Degree by Research (HDR) students are a part of our vibrant, interdisciplinary research community with access to world-class supervision and state of the art research laboratories and equipment.

POSITION PURPOSE

Working under general direction and reporting to the Senior Operations Coordinator, the Academic Coordinator has responsibility for providing high quality administration and support to the Faculty's business processes, including timetabling, workload allocation, casual teaching contracts and general operational needs. The role acts as the first point of contact in the Faculty for administrative matters and provides proactive support and advice in resolving issues.

PRIMARY RESPONSIBILITIES

Under general direction of the Senior Administration Coordinator, the occupant of this position will be required to:

- Coordinate the Faculty's timetabling processes in close collaboration with central business units, Heads of School (HoS), Program Directors and Unit Convenors.
- Provide administrative assistance to HoS for the academic workload allocation process.
- Provide administrative assistance to the Finance Coordinator for casual academic budget tracking
- Coordinate the processes that support the resourcing of casual academic staff for teaching activities including generating contracts, liaising with stakeholders and timesheet administration.
- Maintain accuracy and timeliness of data in relevant Faculty and University systems relating to timetabling, workload allocation and casual academic resourcing and onboarding.
- Act as the first point of contact for general queries and those relating to timetabling and teaching activity resourcing, providing timely and accurate advice across a wide range of policies and procedures, and resolve issues.
- Review credit card and reimbursement transactions prior to approval ensuring compliance with University and Faculty policies and guidelines.
- Maintain active and positive working relationships with internal and external stakeholders.
- Contribute to the development, implementation and continuous improvement of processes and procedures within the Research Administration and Operations Team's portfolio.
- Undertake other duties as directed, appropriate to the position classification.

KEY CAPABILITIES

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategic Plan with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p>
2. Effective Communication	<p>2.1 Adjusts message and delivery appropriate to audience.</p> <p>2.2 Listens to others and effectively communicates ideas.</p> <p>2.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>2.4 Influences and negotiates persuasively.</p>
3. Collaboration	<p>3.1 Creates opportunities for communities of work colleagues.</p> <p>3.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>3.3 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
4. Delivers results	<p>4.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>4.2 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p> <p>4.3 Responds effectively to changing circumstances and prioritises.</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 Understands the commercial context the University operates in.</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 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>7.2 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.</p> <p>7.3 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>7.4 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</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
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