POSITION DESCRIPTION

Academic Programs & Compliance Officer

Position Summary
The Academic Program and Compliance Officer plays a key role within UNSW Medicine & Health in maintaining quality of program and course offerings; and ensuring the Compliance of Work Integrated Learning (WIL) in Medicine and Health programs.

The role reports to the Academic Programs & WIL Manager and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Maintain a comprehensive understanding of University and Faculty policies and procedures, relevant to academic offerings governance, design, delivery, review, and quality.

- Provide advice on the policies, procedures and systems for the creation, revision and disestablishment of programs, specialisations and courses offered by the Faculty of Medicine & Health.

- Facilitate the Accreditation of Programs offered by the Faculty of Medicine & Health which includes coordination of report writing and organising the participation of stakeholders during the panel visit.

- Ensure students in Medicine and Health programs are aware of and understand the compliance requirements for their placements by organising relevant information events and regular communication.
• Create and maintain student compliance records and placements in relevant systems e.g. ClinConnect and InPlace. Support the approval of academic offerings’ proposals in the Faculty Committee stage in ECLIPS (Curriculum Management System) for endorsement or approval by the Faculty Education Committee.

• Support the governance of the Faculty Education Committee, which includes coordinating the meeting pack, recording minutes of meeting and escalating changes proposed by the committee to proposal authors.

• Support the Academic Program Reviews and Course Review processes for undergraduate and postgraduate offerings, which includes planning and tracking the review cycle, coordinating the reports and review events, and follow up of actions suggested in the reviews.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Demonstrated knowledge of education programs in the tertiary sector and administrative experience in ensuring Faculty offerings comply with institutional rules.

• Demonstrated ability to interpret and apply complex policies and procedures.

• Demonstrated ability to implement systems and processes that support continuous improvement.

• Excellent project management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• Highly advanced oral and written communication skills, with ability to liaise with a diversity of stakeholders at all levels across an organisation.

• Highly proficient computer literacy with excellent skills in Microsoft Office applications and demonstrated ability to learn and implement new systems.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.