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POSITION DESCRIPTION

Academic Quality Project Officer

Position Level	Level 7
Faculty/Division	Business
Position Number	00097078
Original document creation	14/09/21

Position Summary

The Academic Quality Project Officer is located within the UNSW Business School's Education Portfolio. The role is part of a team that actively contributes to achievement of the education goals of both the Business School and UNSW.

The Academic Quality Project Officer has responsibility for a range of Faculty-level initiatives that align with UNSW's education quality procedure and framework. The framework is designed to enhance and ensure the quality of student outcomes and the student education experience. It encompasses three domains:

Programs, Courses & Curriculum	Learning, Teaching & Assessment	Student Success
Quality of Content	Quality of Delivery	Quality of Outcomes

In particular, the role is responsible for the collection, analysis, visualisation, reporting and management of education-related data. This data, in turn, helps to monitor and assure student learning, inform curriculum revision, and drive continuous improvement. It also plays an essential part in maintaining our international accreditations (AACSB and EQUIS).

The Academic Quality Project Officer reports to the Manager, Academic Quality Assurance and has no direct reports.

Accountabilities

Program, Courses and Curriculum:

- Access UPP's Info Hub Power BI dashboards for data pertaining to programs undergoing academic program reviews (APRs). Prepare APR data to support program directors, enabling them to conduct strategic and risk analyses and to prepare the APR self-evaluation report. Where needed, provide analysis of trends and observations from the data.

- Working closely with the Academic Program Directors UG and PG, carry out timely quality assurance checks for course proposals in ECLIPS (the UNSW course and program approval system) prior to their submission to Education Committee / Faculty Board for approval.

- Access information on program and course statistics from various data sources (e.g. UNSW Info Hub Azure Power BI, SiMs and PiMs). Extract and integrate the data using data analytics software tools to create interactive data tables and dashboards for Faculty insights and reporting purposes.

- Provide program quality data analysis and interpretation to members of the Education Portfolio, including the Senior Deputy Dean (Education and Student Experience) and Academic Directors UG and PG, as well as program directors, heads of schools and members of the senior leadership team.

Learning, Teaching and Assessment:

- Understand UNSW policies and procedures around academic integrity / plagiarism management and monitor their application at the Faculty level.

- Working with School Student Integrity Advisers (SSIAs), develop and implement internal processes to assist with the management of academic integrity / plagiarism matters.

Student Success:

- Evaluate the Business School's current approach for measuring student achievement of program learning outcomes (PLOs) to determine how well it is meeting its objectives.

- In collaboration with Academic Program Directors, develop, implement and manage a sustainable assurance of learning (AOL) framework, including assessment plans; timely collection, management, analysis and reporting of data; and closing the loop to ensure continuous program improvement.

- Regularly provide updates to the Manager Academic Quality Assurance, Faculty senior leadership and the Education Committee on the progress of AOL / PLO assessment, areas of concern, follow-up actions required, and subsequent outcomes.

- Work with relevant internal and external stakeholders to gain insights from student data (e.g. MyExperience, enrolment, progression, graduation, QILT) in order to contribute to Education Portfolio activities, including international accreditations (AACSB and EQUIS).

Other:

- 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

- Tertiary qualifications and relevant quality assurance experience in a higher education environment. or proven equivalent competency gained through any other combination of education, training or experience.

- Demonstrated understanding of learning outcomes assessment / assurance of learning (AOL) processes.

- Excellent interpersonal skills, with the ability to build and sustain effective professional relationships and effectively influence stakeholders to achieve shared goals.

- Demonstrated capacity to manage, interpret and rationalise large volumes of complex information and workflows.

- Advanced level of data literacy including data gathering, management, visualisation, and narrative to support effective decision making and reporting. Demonstrated capacity to effectively analyse and visualise data in Excel and Microsoft Power BI in order to present complex information in an easy to understand and compelling manner.

- High level written communication skills, including demonstrated experience in the preparation of quality reports for dissemination to a variety of audiences.

- High level problem-solving skills, coupled with attention to detail and the ability to exercise judgment when addressing complex problems

- Excellent time management and organisational skills, with a demonstrated ability to manage project delivery whilst responding to changing priorities and competing deadlines.

- A "can do" attitude and demonstrated ability to work with initiative, both independently and collaboratively in a team-oriented environment.

- 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.

Desirable:

- Experience in quality assurance data management, analysis and reporting.

- Experience in the development, implementation, management and uptake of sustainable assurance of learning processes.

- Ability to employ other data/query analytics tools, such as Power Query and Power Pivot,

- Experience with and understanding of international business school accreditation bodies (AACSB and EQUIS) and their standards and requirements.

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.