POSITION DESCRIPTION

Academic Quality Strategic Lead

Position Level 7/8
Faculty/Division Arts, Design & Architecture
Position Number ADMIN ONLY
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Position Summary
The Academic Quality Strategic Lead has responsibility for a range of Faculty-level initiatives that align with UNSW's education quality framework. This framework is designed to drive and support continuous enhancement of the student education experience and outcomes. This includes ensuring quality assurance across all learning and teaching and providing compliance advice and information to staff within the Faculty.

The position reports to Academic Quality Manager within the ADA Education Excellence Portfolio. The role has no direct reports but works closely with the other team members across the team. The role will have strong collaboration across the Education Excellence Portfolio working closely with and providing strategic support to the ADE and advice to educational development, student experience, WIL and short course teams.

Accountabilities
Specific Level 7 accountabilities for this role include:

- Working closely with the Schools and Education Excellence Team, carry out timely quality assurance checks for course proposals in the UNSW curriculum management system prior to their submission to Education Committee / Faculty Board for approval.
- Work with the Academic Quality Manager and Associate Dean Education to support and coordinate academic program reviews (APRs), including timely scheduling, establishing review panels and composing terms of reference for reviews. Collect background data and information, prepare draft review reports and monitor implementation of review outcomes.
- Understand and monitor UNSW policies and procedures around academic quality and integrity and ensuring ADA processes are aligned; working with the ADE to disseminate communication, as needed.
- In collaboration with Associate Dean Education and Deputy Head of Schools, develop,
implement and manage a sustainable, end-to-end quality assurance process, including assessment plans; timely collection, management, analysis and reporting of data; and closing the loop to ensure continuous program improvement.

- Through positive engagement with academic staff, promote assurance of learning to ensure quality and continuous program improvement and encourage meaningful and broad faculty participation.
- Regularly provide updates to the Education Excellence Team, Faculty senior leadership and the Education Committee on the progress of assurance process improvements, 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.
- 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.

In addition, Level 8 responsibilities include:

- Undertake a range of accreditation and quality assurance related projects within the Education Excellence Team. Research and define the scope of projects, establish processes for implementation, engage senior academic and professional staff in project planning and execution, and closely monitor the progress, quality, and outcomes throughout the period of projects undertaken.
- Conduct a gap analysis of current practices to inform the development and implementation of Faculty-wide strategies, systems, and processes to ensure the ongoing maintenance of all quality assurance initiatives.
- Develop and implement appropriate strategies to encourage input and buy-in from staff and secure Faculty-wide support for accreditation and quality assurance initiatives.
- Prepare project reports, proposals and documentation, including self-evaluation reports required for accreditation, academic program reviews and process improvement. This may include researching and interpreting information and data from a variety of sources, writing and editing complex reports, delegating responsibilities for data collection and report writing, and supporting senior colleagues in the preparation of required documentation.
- Provide strategic advice, feedback and support to the Academic Quality Manager and Education Excellence and Innovation Manager in relation to the portfolio’s initiatives and projects.
- Ensure alignment of ADA Faculty accreditation and quality assurance initiatives with relevant UNSW policies and procedures; review and evaluate the impact of UNSW policies, procedures and initiatives on ADA; and guide the formation of Faculty-level guidelines and protocols as appropriate.
Skills and Experience

At a level 7:

- Tertiary qualifications and relevant quality assurance experience in a higher education environment. Experience in quality assurance data management, analysis and reporting is desirable.
- Demonstrated experience in the timely development, implementation, management and uptake of sustainable learning outcomes assessment / assurance of learning processes.
- Excellent interpersonal and consultation skills, with the ability to build and sustain effective professional relationships with a diverse range of people and networks, and effectively influence stakeholders to achieve shared strategic goals.
- High level written communication skills, including demonstrated experience in the preparation of high-quality reports for dissemination to a variety of audiences.
- High-level problem-solving skills, coupled with attention to detail and the ability to exercise significant 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.

At a Level 8:

- A relevant degree and extensive relevant experience in the implementation and management of projects in a complex organisation or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Proven ability to work with initiative, both independently and collaboratively in a team-oriented environment, and to provide leadership in project delivery.
- Significant research, analysis and critical judgement skills, including the ability to synthesise large amounts of complex information, both qualitative and quantitative, and present in a succinct and professional manner.
- Excellent written communication skills, including demonstrated experience in the preparation of comprehensive and high-quality reports, correspondence and other forms of communication for internal and/or external distribution.
- Excellent interpersonal, negotiation and consultation skills, including the ability to build and sustain effective professional relationships, manage a diverse group of stakeholders, and guide and influence decision makers to ensure the timely delivery of outcomes.
- Experience in policy analysis, development and application related to the University environment, including a demonstrated capacity to conceptualise and make policy proposals/recommendations.
- Excellent organisation and time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines.
Pre-employment check required for this position

- Criminal records check.

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.