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POSITION DESCRIPTION

Education and Teaching Support Officer

Faculty/Division	Science
Classification Level	Professional 6
	G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	
Position number	00203611
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	30 September 2024

Position Summary

The Faculty of Science consists of nine schools, with more than 400 staff and 700 researchers. The School of Biotechnology and Biomolecular Sciences (BABS) has an international reputation in biotechnology, molecular and cellular biology, and microbiology, including proteomics and genomics, gene regulation, metabolism, environmental microbiology and infectious diseases. BABS teaches approximately 2,000 full-time equivalent students, and has 34 academics, 28 postdoctoral research associates or fellows, approximately 20 other research staff, 152 higher degree research students, 12 technical officers and 6 administrative staff.

The role of Education and Teaching Support Officer will work closely with the School to support the delivery of undergraduate and postgraduate programs and courses.

The role of Education and Teaching Support Officer reports to the School Manager and has no direct reports

Accountabilities

Specific accountabilities for this role include:

- Develop online modules, quizzes, and lessons on existing learning management systems to support undergraduate teaching.

- Collaborate with academics to design and develop fit for purpose teaching and assessment approaches to enhance student learning.
- Collaborate with academics to implement new institution-wide initiatives that seek to improve learning & teaching.
- Assist the School's Nexus fellow in carrying out school wide educational projects and initiatives.
- Provide comprehensive administrative support to course convenors and Honours Coordinators during the planning, delivery, and evaluation of undergraduate and postgraduate coursework courses.
- Automate routine administrative tasks within Moodle, such as setting up course materials, tracking student progress and providing technical support to academic staff and students.
- Liaise with academic staff to assess and grant appropriate extensions, alternative assessment arrangements, or compassionate consideration.
- Deliver consistent, accurate and focused advice to solve diverse teaching and education related enquiries, referring to UNSW policy and procedures as required.
- Higher level oversight and management of processes relating to class management, academic information system updates and examinations.
- Act as the coordinator for relevant complex processes that involve cooperation between the School and other administrative units.
- Generate reports on student performance, trends, and outcomes to inform decision-making and continuous improvement.
- Ensure that reasonable adjustments are made to assessments, teaching materials, and classroom arrangements to promote equal access and participation
- Work closely with the course convenor to develop and implement equitable learning plans for students with disabilities, health conditions, or other specific requirements.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- A relevant degree or equivalent tertiary qualification and relevant administrative and customer service experience in a tertiary organisation (or equivalent level of knowledge gained through any other combination of education, training and/or experience).
- A track record of relevant teaching excellence and experience in leading and delivering innovative teaching practices in a university.
- Experience in designing and developing fit-for-purpose teaching and assessment approaches that help students exercise acumen and apply their learning to realistic scenarios.
- Demonstrated experience in teaching and learning design, development and delivery at undergraduate level.
- Evidence of teaching effectiveness and passion for educational excellence (e.g. relevant discipline-based curriculum design and development at a variety of levels and scales).

- Highly developed data management and organisational skills including the ability to prioritise, manage complex tasks and projects and meet competing deadlines whilst maintaining accuracy and attention to detail
- Excellent interpersonal and communication skills with a demonstrated ability to liaise with and clearly convey ideas to a wide range of internal and external stakeholders from various backgrounds.
- Demonstrated ability to apply, interpret, advise on and contribute to the development of policies, systems, manuals, rules, procedures and guidelines.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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.