Executive Officer, Academic Operations - Learning and Teaching

College/Division: College of Health and Medicine
School/Section: School of Nursing
Location: Burnie / Launceston / Hobart / Sydney
Classification: HEO Level 7
Reporting line: Reports to School Business Manager

Position Summary
The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Executive Officer, Academic Operations Learning and Teaching in the School of Nursing within the College of Health and Medicine.

The Executive Officer Academic Operations – Learning and Teaching works under the broad direction of the School Business Manager and the Associate Heads Learning & Teaching to advise on and guide the preparation and delivery of learning and teaching (L&T) within the School of Nursing. The role is responsible for overseeing a diverse range of operational activities in all aspects of learning and teaching including quality assurance, program delivery, assessment and results, timetabling, committee/secretariat support and accreditation.

The role is responsible for supporting development, review and delivery of the School’s programs and business plans in alignment with CoHM and University strategy and goals. Drawing on a sound understanding of L&T systems, policies and procedures the incumbent is also required to provide high level analysis and reporting, advice and solutions to ensure the quality of output and efficiency of processes is maintained and where possible, improved.

The position directly line manages two staff and must be able to build and maintain strong client relationships with key academics, hub services and other professional staff in order to solve problems, negotiate and resolve conflicts and ensure optimal outcomes and the best possible student experience. The position is currently based at Launceston but supports academic operational and administrative activities on all campuses.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.
What You’ll Do

- Provide high level advice and guidance and make recommendations to the Associate Heads L&T and the Business Manager in relation to university compliance, policies, quality assurance and process improvement on a wide range of operational L&T activities.

- Working under broad direction, provide effective and efficient support of all aspects of the learning and teaching cycle activities, including but not limited to quality assurance, student feedback, timetabling, course and unit reviews/rollovers, Akari updates and reports, academic integrity, assessment and results, attrition and retention management and accreditation.

- Provide advice and executive support to the Associate Heads, Learning and Teaching including interpreting and monitoring the implementation of existing University and College rules and procedures, providing guidance on rules, policy and procedures to staff, support School Learning and Teaching committees and curriculum, course and unit reviews and amendments and new course proposals.

- Working closely with relevant academic staff and central Academic Scheduling oversee the management and successful implementation of the Tasmanian School of Nursing annual timetabling cycle, including scheduling and allocation of on campus, face to face activities that produces an effective and efficient timetable for staff and students that optimises resource and aligns with unit and professional experience requirements.

- Work with key stakeholders to review and enhance policy, guidelines and procedures to ensure a seamless and connected delivery of services to students and staff. Review, coordinate and provide administrative processes relating to quality assurance in learning and teaching, to ensure student centricity, efficiency and compliance.

- Use student management, timetabling, results and enrolment reporting systems, Microsoft Office and internet/intranet resources for course and unit data analysis, timetabling and teaching space management and preparation of correspondence, reports, communications and advice. Support learning and teaching records management for the School of Nursing in accordance with University of Tasmania Staff Recordkeeping Manual (SRM).

- Provide leadership, mentoring and personal development to direct reports and other Learning and Teaching focused professional staff.

- Undertake other duties as assigned by the supervisor.

What We’re Looking For (success criteria)

- A relevant degree or post graduate qualification with subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.

- Demonstrated ability to lead, work co-operatively and influence in a complex environment. Experience managing staff delivering complex administrative and technical functions including the capacity to implement workplace change, share information, improve teamwork, negotiate and monitor performance standards.

- Demonstrated ability to understand organisational priorities, collaborate and provide leadership, and exercise sound judgement in the development and delivery of operational plans, policies and procedures and in identifying and realizing opportunities for improvement.

- Extensive administrative experience in a University setting or equivalent experience in a complex organisation.

- Highly developed organisational skills and a demonstrated capacity to act independently within established guidelines to undertake complex tasks and make decisions that require a high level of resolution and application of sound judgement.

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.
• Very high-level information systems, analytical, written and oral communication skills.
• Demonstrated capacity to work under pressure including balancing priorities to meet demanding deadlines.

Other position requirements
• High level knowledge of the Australian university environment including familiarity with Higher education relevant legislation, rules, policies and university structures. (desirable)
• Travel may be required between campuses to help deliver teaching and learning services (desirable)

University of Tasmania
The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our Strategic Direction strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:
https://www.utas.edu.au/jobs