

Manager Learning and Teaching

College/Division	College of Sciences and Engineering
School/Section	Office of the Executive Dean
Location	Burnie / Launceston / Hobart
Classification	HEO8
Reporting line	Reports to the Associate Dean of Learning and Teaching Performance

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 a Manager of Learning and Teaching in the College Office of [the College of Sciences and Engineering](#).

Under the guidance of the Associate Dean of Learning and Teaching Performance, the College Learning and Teaching Team has oversight of the College's learning and teaching strategy, with a focus on improving teaching quality and ensuring student success, and employability outcomes. The team fosters a student-centric approach by supporting and facilitating collaborative learning and teaching initiatives with the academic units, and external educational partners to continuously improve our educational offerings and the student experience.

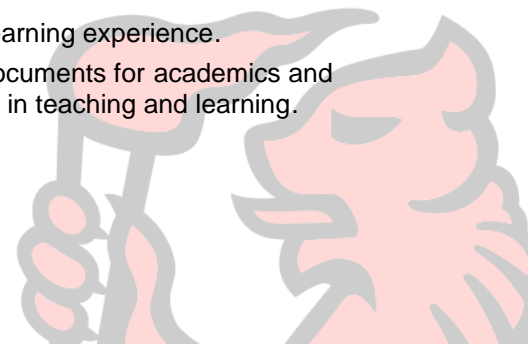
The Manager of Learning and Teaching is a pivotal, full-time role within the College of Sciences and Engineering, responsible for overseeing and ensuring the successful implementation of educational programs, processes and procedures related to learning and teaching that aim to enhance the student experience.

This role involves close collaboration with university-level teams, coordination of professional experience placements for students, data analysis, and the development of guidance documents. You will also be responsible for supporting the onboarding program for international transfer students and providing supervision and support to a small team while maintaining strong working relationships with academics and professional staff across the college.

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

- Manage college-level processes and procedures within the College of Sciences and Engineering, in particular concerning professional experience placements.
- Collaborate with university-level teams to align processes and objectives and embed best practices.
- Analyse student data related to teaching quality and student engagement within the College of Sciences and Engineering.
- Prepare comprehensive reports and provide insights to improve the learning experience.
- Develop and maintain clear and effective procedures and guidance documents for academics and professional staff within the College to ensure consistency and quality in teaching and learning.



- Create and implement a structured onboarding program tailored to the needs of international 2+2 transfer students within the College, facilitating their seamless transition into the academic unit environment.
- Provide supervision, mentorship, and support to staff.
- Collaborate closely with managers and coordinators across the college to facilitate effective communication and alignment of departmental goals.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- Proven experience in a managerial role within an educational institution.
- Demonstrated knowledge of university policies and procedures.
- Strong analytical and data interpretation skills.
- Excellent communication, interpersonal, and collaboration abilities.
- Proficiency in educational technology and learning management systems. Experience with InPlace software used in the administration of professional experience placements is preferred.
- Understanding of quality assurance and innovation in education.

Other position requirements

- Travel may be required between campuses.

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>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

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.

