Senior Advisor, Quality and Standards

Department/Unit	Office of the Vice-Chancellor and President
Faculty/Division	Office of the Vice-Chancellor and President
Classification	HEW Level 8
Work location	Clayton campus
Date document created or updated	February 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The Portfolio of the **Vice-Chancellor and President** is responsible for high level of coordination for, and management and advice to, the Vice‑Chancellor. The portfolio also provides leadership in the management and delivery of key strategic and cross portfolio initiatives, University level governance, University‑wide marketing, communications and student recruitment activities, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice‑Chancellor and leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

Position purpose

The Senior Advisor, Quality and Standards plays a key role in the preparation for regulatory compliance reviews required by the TEQSA Act for Monash's registration as an Australian University, including CRICOS. The position also has responsibilities for assisting with the coordinating processes associated with Monash's re-registration with TEQSA, for communicating the requirements of TEQSA across the university and for responding to TEQSA requests for information and any other related activity.

The Senior Advisor will work closely with the Director, Quality when providing high level administrative and project management and coordination support to whole-of-institution reviews and audits, which will include international campuses and offshore teaching sites. The Senior Advisor also supports the Director, Quality in coordinating and contributing to projects allocated by the Vice-Chancellor, and in the development of informed government submissions.

Reporting Line: The position reports to Director, Quality under broad direction, working with a degree of autonomy

Supervisory responsibilities: Not Applicable

Financial delegation and/or budget responsibilities: Not Applicable

Key responsibilities

1. Coordinate and manage the end-to-end process of activities relating to the University's renewal of registration submission with TEQSA
2. Work with a range of internal and external stakeholders to ensure compliance with the TEQSA Act and ESOS Act, including the provision of advice, responding to audits and developing strategies to maintain compliance
3. Communicate the requirements of TEQSA across the university and ensure relevant stakeholders are informed of and understand any changes as they occur
4. Ensure Monash's legal compliance with TEQSA and associated legislative instruments through monitoring policies and procedures, and providing subject matter expertise in these areas
5. Analyse, and advise senior management, faculties and divisions, on any changes to the TEQSA Act or associated legal instruments to ensure the University community is kept informed of any changes to their obligations including the development of reports to key committees, to ensure that all reports are correctly developed and actioned, advice to staff, and through university-wide communications
6. Coordinate the dissemination of audit results to senior management and relevant staff in the faculties and divisions for follow-up action to ensure all concerns are addressed
7. Provide key project management and operations support, including the preparation of project plans and timelines for any projects involving the Director, Quality, as well as preparing and responding to government submission requirements
8. Contribute to internal planning and review documents, policies, procedures, and position papers. This includes assisting the Director in the provision of advice to senior management on confidential issues and possible remedial action relating to academic risk and due diligence
9. Maintain the currency of information about Quality across Monash websites – both those within the purview of the Director, Quality and across the University to ensure information is accurate and readily available

Key selection criteria

Education/Qualifications

1. The incumbent should possess:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience within the public sector, or
   - extensive experience and management expertise, or
   - An equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Knowledge of and working experience with regulatory and governance frameworks for higher education and extensive experience in review and quality assurance frameworks and processes such as organisational unit review, course reviews, professional accreditation, and accreditation with international agencies
3. Detailed working knowledge of academic and administrative policies and procedures and the interrelationships between policies and operational activities, knowledge of relevant legislation and implications for the broader organisation, and the ability to make related recommendations and advice to staff
4. Excellent communication skills and the ability to operate with tact and discretion in dealings with all members of the university community and with external stakeholders
5. Demonstrated experience in managing and delivering projects on time and within budget, preferably within the higher education sector
6. Demonstrated ability to work independently and as part of a team
7. Experience in coordinating actions of staff in a devolved, matrix environment
8. Competent use of a range of software packages (Microsoft Office suite, web authoring tools, familiarity with using corporate management packages such as executive information systems, student information systems, SAP)

Other job related information

- Travel (e.g. to other campuses of the University) may be required

- Out of hours work (including evenings, weekends and public holidays) may be required

- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.