



POSITION DESCRIPTION

Department of Accounting
Faculty of Business and Economics

Department Liaison Officer

POSITION NO	0038918
CLASSIFICATION	PSC 6
SALARY	\$77,207 - \$83,573 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Continuing, Full Time
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Louise Renfrey, Department Services Manager Tel +61 3 8344 0189 Email louise.renfrey@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Department of Accounting is seeking a well-organised team player to fill the role of Department Liaison Officer who will contribute to the successful coordination and conduct of teaching activities.

The Department Liaison Officer will work collaboratively with professional and academic colleagues to coordinate the planning, delivery and review of administrative processes relating to the Department's subject offerings, as well as other teaching related activities such as class registration and enrolments. The incumbent will liaise on matters specific to their duties with professional staff in the Faculty, elsewhere in the University, and the external professional community.

The successful candidate will be required to undertake a number of concurrent tasks demonstrating excellent organisational, prioritisation and time management skills, which are critical to this position. The Department Liaison Officer works as part of the professional services team, flexibly contributing to team-based tasks as well as performing tasks on an independent basis.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Completion of a degree with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Strong interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation and the ability to build and maintain effective working relationships with relevant stakeholders.
- ▶ Excellent written communication skills including the capacity to prepare meeting documentation, ie agenda, minutes, reports, action lists etc
- ▶ Highly developed organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work to meet deadlines.
- ▶ Demonstrated experience with student systems and on-line teaching systems (preferably ISIS and LMS) as well as a high level of proficiency in the use of standard application software (such as the Microsoft Office suite) and database management
- ▶ Demonstrated high level of accurate data entry experience.

1.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector.

2. Special Requirements

- ▶ Approval of leave may be dependent on operational requirements.
- ▶ This position may require occasional work outside of normal business hours for Department presence at various activities and events such as Open Day.

3. Key Responsibilities

3.1 TEACHING/ACADEMIC ACTIVITIES COORDINATION

- ▶ Coordinate student class registration, monitor enrolments and academic requirements and take into account any Department teaching resource limitations, sessional and part-time staff needs as well as student progression needs.
- ▶ Update and maintain Department semester teaching and tutoring allocations in the Faculty portal.
- ▶ Coordinate the annual subject change and handbook approvals process ensuring adherence to University timelines and policies and accuracy of information.
- ▶ Assist in the preparation of material to ensure accuracy of subject related information in promotional and course planning documents and brochures.
- ▶ Determine annual Department student prize recipients.
- ▶ Provide support to academic staff in the use of the LMS including assistance in the management of their site.
- ▶ Provide backup to the Senior Department Liaison Office in the coordination of academic misconduct cases.
- ▶ Undertake other tasks and projects as directed by the Head of Department / Department Services Manager to support administration requirements.
- ▶ Collaborate with and assist other academic support staff where required.

3.2 RELATIONSHIP MANAGEMENT

- ▶ Build and maintain strong working relationships with the accounting professions and other external stakeholders, as well as key University and Faculty staff.

3.3 TEAMWORK AND SERVICE DELIVERY

- ▶ Collaborate with Professional Services Units within and external to the Faculty as required.
 - ▶ Compile data and submit reports/documentation as required.
 - ▶ Provide support for Department general administration as required.
 - ▶ Actively contribute as a team member to effectively enhance the administrative operations of the Department.

3.4 OCCUPATIONAL HEALTH AND SAFETY (OH&S) AND ENVIRONMENTAL HEALTH AND SAFETY (EH&S) RESPONSIBILITIES

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Department Liaison Officer reports to the Department Services Manager. The incumbent works under general direction depending upon experience and the complexity of the tasks.

The incumbent may coordinate others to achieve objectives. See 4.4 below.

4.2 PROBLEM SOLVING AND JUDGEMENT

As this role undertakes a wide range of academic activities as well as administrative processes for the Department, the incumbent is required to exercise sound judgement in carrying out a range of tasks and interpreting and providing advice on University policy. The incumbent is expected to solve problems through the standard application of theoretical principles and techniques, while operating at all times within University policies.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions in order to assist in their adaptation to achieve objectives, and advise, assist and influence others.

In addition, the incumbent will be required to develop a very strong operational knowledge of the Faculty and a comprehensive understanding of their role within the Faculty.

4.4 RESOURCE MANAGEMENT

Supervision of staff would not be required. However the incumbent will be required to coordinate exam invigilators.

4.5 BREADTH OF THE POSITION

The incumbent will cover a broad and diverse range of tasks across a number of activities and will be responsible for the delivery of a range of administrative tasks. The incumbent will be a key source of advice regarding University, Faculty and Department academic policies, procedures and practices. The incumbent will liaise with the Academic Services Office to ensure that Faculty policies and procedures are met.

5. Other Information

5.1 ORGANISATION UNIT

The Department of Accounting carries out research and teaching across financial and managerial accounting, auditing and assurance services and accounting information systems. It is currently engaged in developing a context-based teaching program that integrates accounting and information technology.

The Department has an active 4-year PhD coursework/thesis program, and several staff members are recipients of current ARC grants. The Department is also engaged in the delivery of several professional programs.

There are over 45 academic staff in the Department, and six professional staff.

5.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to five teaching and research departments:

- Accounting
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres, including:

- Academic Support Office
- Student Employability and Enrichment
- Williams Centre for Learning Advancement

Administrative support to the Departments, Units and Centres is provided by the following:

- Finance
- Human Resources (including OHS)
- Research Support
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

Our Programs

There are around 7,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 48,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research

strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.