



POSITION DESCRIPTION

Department of Accounting
Faculty of Business and Economics

Department Liaison Officer (Academic)

POSITION NO	0034071
CLASSIFICATION	PCS 5
SALARY	\$66,562 - \$76,454 per annum pro-rata
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-Time (0.6 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
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 <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

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

The Department Liaison Officer (Academic) will work collaboratively with professional and academic colleagues to support the planning, delivery and review of administrative processes relating to the Department's subject offerings, as well as other teaching related activities. 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 (Academic) works as part of the professional services team, flexibly contributing to team-based tasks as well as performing tasks on an independent basis.

1. Key Responsibilities

1.1 TEACHING/ACADEMIC ACTIVITIES COORDINATION

- ▶ Provide administrative support and advice to teaching staff in the Department, particularly with regards to the use of Learning Management System (LMS), as well as ensuring compliance with policies, regulations and statutes.
- ▶ Coordinate the administration of mid-semester examinations with subject coordinators, as well as managing the engagement of invigilation staff within budget.
- ▶ Liaise with subject coordinators and central University Services to efficiently administer the Department's end-of-semester examination processes, ensuring tight controls are employed to maintain exam security and conditions.
- ▶ When required, coordinate and administer special examination arrangements.
- ▶ Act as Secretary to the Department's Board of Examiners, and with the committee's approval, coordinate the results entry process with adherence to critical processing deadlines.
- ▶ Liaise with teaching and Faculty staff to support the effective administration of the Student Experience Survey (SES), as well as coordinating departmental record keeping and reporting.
- ▶ Provide specialized support for bespoke and capstone subjects including liaison with external industry professionals.
- ▶ Assist other academic liaison staff within the Department as required.
- ▶ Undertake projects, data analysis and other duties as directed by the Department Services Manager or Head of Department.

1.2 RELATIONSHIP MANAGEMENT

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

1.3 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.

1.4 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

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree or an equivalent combination of relevant experience and/or education/training.
- ▶ High level 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.
- ▶ High level written communication skills including the capacity to prepare meeting documentation, ie agenda, minutes, reports, action lists etc
- ▶ Well-developed organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- ▶ Demonstrated experience with student systems and on-line teaching systems (preferably StudentOne 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.

2.2 DESIRABLE

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

3. Special Requirements

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

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Department Liaison Officer (Academic) reports to the Department Services Manager. The incumbent works under routine supervision to 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 good 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. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous strive to service for excellence and reach the targets of Growing Esteem.

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.

7. Other Information

7.1 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.

7.2 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:

Academic Support Office
Research Development Unit
Student Employability and Enrichment
The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

Finance
Human Resources (including OHS)
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.

7.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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>.

7.4 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/our-research/research-at-melbourne>

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.

7.5 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/governance>