



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

Melbourne Law School

Graduate Services Coordinator (Wellbeing)

POSITION NO	0034561
CLASSIFICATION	PSC 6
SALARY	\$79,910 – \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time continuing
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	Ms Justine Block Tel +61 3 9035 8024 Email justine.block@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 Graduate Services Coordinator (Wellbeing) is responsible for providing high quality, responsive services to Melbourne Law School students in the area of wellbeing, equity and disability support.

The role works closely with the Assistant Dean Teaching and Learning, academic staff, and the Academic Services Office in Melbourne Law School, and the Student Equity and Disability Team and Exams Unit at the University level. Services include the implementation of support and outcomes for special consideration, alternative exams, supplementary exams, and long-term academic adjustments for students with ongoing conditions or challenges. The role also delivers health promotion and general wellbeing enrichment services.

In this high-profile and demanding role, you will also require excellent administrative skills, strong stakeholder management, excellent written and verbal communication skills, and the ability to manage competing demands, and prioritise tasks effectively.

1. Selection criteria

1.1 ESSENTIAL

- ▶ A relevant degree and subsequent work experience or an equivalent combination of relevant experience and/or education/training
- ▶ Experience in the provision of advice to support students and colleagues about study adjustments and special consideration outcomes
- ▶ Demonstrated ability to accurately interpret, implement and comply with Government legislation and University policy and procedures
- ▶ Demonstrated ability to interact sensitively and empathetically with students experiencing a wide range of challenges, stress and anxiety in relation to their studies
- ▶ Excellent organisational skills to ensure the effective prioritisation, management and completion of tasks within agreed deadlines
- ▶ Excellent written and verbal communication skills including the ability to communicate effectively with a range of people and to build strong positive working relationships with various university stakeholders
- ▶ Evidence of initiative, flexibility, self-motivation and the ability to work effectively as a team member
- ▶ Advanced skills in a range of computer applications including email, Microsoft Office Suite and student management systems

1.2 DESIRABLE

- ▶ A background in higher education student support or social work or counselling.

2. Special Requirements

- ▶ Operational requirements to meet deadlines within the Law School may influence approval of annual leave
- ▶ A flexible approach to working hours is necessary to accommodate some events held outside normal working hours

3. Key Responsibilities

The Graduate Services Coordinator provides high quality service to students and staff of the Melbourne Law School. Specifically, the role coordinates wellbeing support and enrichment activities for Melbourne Law School students. The responsibilities of the position are detailed below:

3.1 WELLBING AND ENRICHMENT COORDINATION

- ▶ Carry out consultations with students, assess eligibility for equitable adjustments, provide advice regarding special consideration and provide referral to University Services and community-based services and resources as required
- ▶ Act as liaison with University Services, individual lecturers and Timetabling and Assessment in relation to students with special requirements, for example - registered students, elite athletes and performers
- ▶ Contribute to the continual improvement of the Teaching and Learning website and ensure that the MLS website provides up to date and relevant information with respect to mental health, student wellbeing information, special consideration and listings of recommended resources and links
- ▶ In coordination with the Assistant Dean (Teaching and Learning), organise a regular program of health promotion activities within the Law School to complement those provided by University Services
- ▶ Ensure that the online student booking system is used to record all appointments
- ▶ Coordinate administrative arrangements regarding special exams, alternative exam arrangements and extensions
- ▶ Provide committee support to the MLS Student Equity and Wellbeing Committee, the Academic Misconduct Committee and other committees as required
- ▶ Prepare the admission to practice letters, process Academic Conduct Reports, international student progress letters/forms, and other student letters as required
- ▶ Assist other members of the Academic Services Office at times of peak activities

3.2 EVENTS AND PROMOTIONAL ACTIVITIES

The Academic Support Office is responsible for the organisation of several student events during the year such as orientation, the awards ceremony, and international student functions, as well as playing a key role in the annual open day of the University. In addition, work with the Assistant Dean, Teaching and Learning to coordinate MLS events for wellbeing, such as White Ribbon day, Wellness Week, and other similar events.

3.3 OTHER

- ▶ Undertake job tasks in the MLS outside this role as required.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies
- ▶ 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 Graduate Services Coordinator (Wellbeing) operates under the broad direction of the Manager, Graduate Services and Careers. The nature of the role requires the incumbent to be self-motivated with strong time management capability, attention to detail and organisational skills to prioritise workloads to ensure that deadlines are met. The incumbent must also be equally adept at working independently as well as participating in a unit as an effective team member. It is expected that the Graduate Services Coordinator (Wellbeing) will use their initiative to resolve issues and refer on complex and/or sensitive matters to the Assistant Dean, Manager, Graduate Services and Careers, or other appropriate staff member for advice and/or resolution.

4.2 PROBLEM SOLVING AND JUDGMENT

The position requires the efficient administration of a wide range of tasks and the management of multiple deadlines. The incumbent is required to develop a thorough understanding of the graduate coursework programs of the Law School and the academic calendar, as well as a range of relevant Law School and University services, policies and procedures that fall within the scope of the position. The incumbent will be required to exercise sound judgment, diplomacy and discretion in communication with both students and staff.

4.3 BREADTH OF THE POSITION

The Graduate Services Coordinator (Wellbeing) will interact with a wide range of people including academic and professional staff, and students. The incumbent is expected to make appropriate decisions and provide advice that is in accordance with the appropriate policies and processes. The Graduate Services Coordinator (Wellbeing) will need to demonstrate a detailed knowledge of Special Consideration policies and procedures, as well as relevant disability legislation including The Disability Discrimination Act (1992), the Disability Standards for Education (2005) and the Equal Opportunity Act (2010).

The incumbent is expected to develop in depth knowledge of the Law School's coursework programs and academic support procedures, including competency in the student administration system, Student One, and the Special Consideration database.

5. Other Information

5.1 BUDGET DIVISION

www.law.unimelb.edu.au

Melbourne Law School is Australia's first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law, and awarded this country's first law degrees. The Law School has now committed itself to build on our more than 150 year history of excellence and innovation by shifting from undergraduate legal education to the global standard, graduate level Juris Doctor degree. Coupled with the unrivalled excellence of the Melbourne Law Masters and its internationally renowned Graduate Research Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in cross-

disciplinary and comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Graduate Research Degrees).

5.2 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>.

5.3 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.

5.4 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.

5.5 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/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.