



## POSITION DESCRIPTION

Melbourne Law School

### Teaching and Learning Officer

POSITION NO	0043824
CLASSIFICATION	PSC 5
SALARY	\$68,892 to \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Kylie O'Connell Tel +61 3 9035 4020 Email <a href="mailto:kylie.oconnell@unimelb.edu.au">kylie.oconnell@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Teaching and Learning Officer is required to work collaboratively across all of the Law School's coursework programs: Juris Doctor (JD), Breadth (undergraduate) and the Melbourne Law Masters (MLM), supporting academic staff, students, prospective students, and international teachers.

This role is the first point of contact for visiting academics and students and requires the provision of high quality service at all times. You will be responsible for providing administrative support to academics teaching into the coursework programs of the Law School, to students, and support for the administrative functions of the Academic Support Office.

In particular, the role provides excellent support to the large cohort of visiting academics from Australia and around the world who teach into the Melbourne Law Masters program.

### ***1. Key Responsibilities***

The responsibilities of the position are detailed below:

#### **1.1 TEACHING AND LEARNING ADMINISTRATION**

The Teaching and Learning Officer will provide a range of administrative tasks in order to ensure the efficient operation of the Academic Support Office. These include:

- ▶ Respond to front desk in-person, telephone and email enquiries with high quality service.
- ▶ Coordinate the compilation, production and distribution of fortnightly newsletter for the JD and the monthly newsletter for the MLM program.
- ▶ Extraction of data from the Student System (StudentOne) for mailing lists, class lists and photos, attendance lists, and enrolment reports as required.
- ▶ Upload information onto the LMS and print and photocopy material for academics as required for classes.
- ▶ Maintain knowledge and awareness of copyright regulation for printed and online materials and coordinate the mailing of materials to interstate and overseas students.
- ▶ Monitor and manage the Masters inbox (email) and provide timely responses, action enrolment and waitlist requests, escalating appropriately where required.
- ▶ Provide administrative support to the Melbourne Law Masters Student Association.
- ▶ Work on specific projects as directed by the Academic Programs Manager.
- ▶ Coordinate the return of assessment and feedback to students including take home exams, interim assessment and final exam viewing in conjunction with the assessment team.
- ▶ Administer the distribution of the MLM SES results to teachers in conjunction with the Associate Dean (MLM).
- ▶ Responsible for procurement including receipting of goods and processing invoices
- ▶ Book meeting rooms and administer locker allocation for students
- ▶ Maintain effective and collaborative relationships with University Services (in particular Academic Services) and Chancellery

## 1.2 SUPPORT SESSIONAL ACADEMICS

The Teaching & Learning Officer is responsible for coordinating the various actions required in relation to incoming sessional academics, including:

- ▶ Oversight of arrangement for airport pick up, accommodation and office allocation.
- ▶ Compilation of class packs in preparation for teaching

## 1.3 EVENTS AND PROMOTIONAL ACTIVITIES

The Academic Support Office is responsible for assisting with the organisation of several student events during the year as well as playing a key role in the annual open day of the University. The T&L Officer provides support for these events as required.

- ▶ Coordination and set up of events including, but not limited to;
  - Administration of invitations and RSVPs
  - Administration of the ecart for ticket sales
  - Ordering of catering
  - Organisation of AV equipment and liaison with University Services

## 1.4 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.

# 2. Selection Criteria

## 2.1 ESSENTIAL

- ▶ Completion of a relevant degree without subsequent work related experience or completion of a certificate IV with relevant work experience; or an equivalent combination of relevant experience and/or education and training
- ▶ Strong interpersonal, written and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation.
- ▶ Excellent organisational skills to ensure the effective prioritisation, management and completion of tasks within agreed deadlines
- ▶ Demonstrated ability to work with a high level of autonomy, as well as flexibility and agility while working in a team.
- ▶ Demonstrated commitment to high quality client service
- ▶ Excellent skills in a range of computer applications including email, Microsoft Word, Excel and databases and the ability to learn new applications

## 2.2 DESIRABLE

- ▶ Skills in University student systems such as StudentOne (student management software), Themis, and LMS.

## 3. *Special Requirements*

- ▶ Operational requirements may influence the approval of annual leave
- ▶ A flexible approach to working hours is necessary, as some activities take place outside normal office hours.

## 4. *Job Complexity, Skills, Knowledge*

### 4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Teaching and Learning (T&L) Officer operates under the broad direction of the Academic Programs Manager. The T&L Officer works closely with the T&L team to administer a variety of activities. The nature of the role requires the incumbent to be self-motivated with strong time management, 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 T&L Officer will use their initiative to resolve routine issues and refer on complex and/or sensitive matters to the Manager 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 coursework programs of the Law School and the academic calendar, as well as a range of relevant Law School and University 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 internal and external stakeholders.

### 4.3 BREADTH OF THE POSITION

The T&L Officer will interact with a wide range of people including academic and professional staff, students and members of the legal profession. The incumbent is required to complete a variety of tasks and is expected to make appropriate decisions and provide advice that is in accordance with the appropriate policies and processes. The T&L Officer will need to gain a detailed knowledge of the Law School's coursework programs and academic support procedures, including competency in the student administration system, StudentOne.

## 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 desire 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. Organisation Unit***

[www.law.unimelb.edu.au](http://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 is now fully graduate with its Juris Doctor for admission to practice recognised as a high level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher 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 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 Research High Degrees).

### **Research**

The international reputation of the School is closely linked to the range and quality of its research programs.

The School has several research Institutes, Centres, Networks and Groups which provide a focus for scholarly interaction, including:

ARC Laureate Program in Constitutional Law
ARC Laureate Program in International Law
Asian Law Centre (ALC)
Asia Pacific Centre for Military Law (APCML)
Centre for Comparative Constitutional Studies (CCCS)
Centre for Corporate Law and Securities Regulation (CCLSR)
Centre for Employment and Labour Relations Law (CELRL)
Centre for Indonesian Law, Islam and Society (CILIS)
Centre for Media & Communications Law (CMCL)
Competition Law and Economics Network (CLEN)
Centre for Resources Energy and Environmental Law (CREEL)
Civil Justice Research Group (CJRG)
Electoral Regulation Research Network (ERRN)
Family and Children's Law Network
Global Economic Law Network (GELN)
Institute for International Law and the Humanities (IILAH)
Intellectual Property Research Institute of Australia (IPRIA)
Obligations Group (OG)
The Tax Group
Transactional Law

## 7.1 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>.

## 7.2 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.

### **7.3 GOVERNANCE**

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