



POSITION DESCRIPTION

Melbourne Law School

Manager, Teaching and Learning

POSITION NO	0033736
CLASSIFICATION	PSC 9
SALARY	\$115,726 – 120,404 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
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 , 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 kylie.oconnell@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 Manager, Teaching and Learning reports to the Executive Director and works closely with the Associate Deans and Assistant Dean (Teaching and Learning), providing strategic advice and supporting the development and implementation of the Faculty's academic objectives and providing leadership of academic support services.

The role is responsible for planning, leading and delivering academic support services to the School including recruitment, admissions, curriculum, student lifecycle support, timetabling and assessment. The Manager, Teaching and Learning contributes to the development of University-wide teaching and learning policy, procedures and initiatives and leads a team to deliver high-quality academic support to the Law School.

The Manager, Teaching and Learning is responsible for the leadership, professional development and management of a team of thirteen staff members (with ten direct reports), is a member of the Law School senior management team and the University's academic support managers network.

The role develops and maintains effective working relationships and business processes with University Services, particularly Academic Services, to ensure high quality and timely service delivery.

1. Key Responsibilities

- ▶ Lead and mentor the MLS Teaching and Learning team to meet and exceed targets and provide high quality, collaborative, outcomes focused service provision.
- ▶ Provide strategic advice on student and program-related matters to the Faculty's academic leadership and oversee academic program course delivery for the Faculty's breadth (undergraduate) and graduate coursework programs.
- ▶ Provide high-level expert advice to the Associate Deans and Assistant Dean (Teaching and Learning), Faculty Executive, Discipline Heads and other staff to ensure high level of quality and compliance.
- ▶ Provide strategic advice and support to the Marketing and Engagement team to ensure the coursework programs (Breadth, Juris Doctor and the Melbourne Law Masters) reach load and revenue targets.
- ▶ Manage the recruitment and admissions processes for the Juris Doctor and the Melbourne Law Masters including selection and scholarships.
- ▶ Manage the delivery of academic programs support including course development and accreditation, annual course planning, handbook, StudentOne configuration, timetabling, subject administration (including course material production) and assessment.
- ▶ Advise MLS academic and professional staff on University student-related operational policies and practices and where required provide input into the development of such policies and practice.
- ▶ Monitor and report on workflow and resource requirements in the Academic Support Office (Teaching and Learning) team.
- ▶ Deliver high-quality services in collaboration with University Services, and where necessary ensure the effective resolution of service issues as they arise.
- ▶ Manage the optimization of MLS web communication across the study and student sections of the MLS website to provide an excellent and up-to-date user experience for internal and external stakeholders.

- ▶ Manage the delivery of support to external teachers including tailored support for international visitors.
- ▶ Manage student service delivery for particular services managed uniquely by the Law School, in particular on-boarding and enrolment services for Melbourne Law Masters students.
- ▶ Deliver excellent service, stewardship and advice to internal stakeholders on matters relating to the portfolio.
- ▶ Manage special projects related to teaching and learning initiatives.
- ▶ Identify and operationalise potential business and process improvements.
- ▶ Be accountable for business planning, analysis, budget management and reporting.
- ▶ As a member of the senior management team take active involvement in strategic planning, risk management and business cyclical events is required.
- ▶ Represent and actively contribute to the Academic Support Managers Group at the University and other Faculty/University committees and working groups as appropriate.
- ▶ Role model leadership behaviour both within the Faculty and across the University.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant post graduate qualification with extensive relevant experience in a similar position; and/ or equivalent mix of education/training and significant relevant experience.
- ▶ Proven ability to develop and implement strategic and operational plans and provide high level advice to a range of key stakeholders including senior managers and leaders.
- ▶ Proven management skills and demonstrated leadership with the ability to motivate and lead staff.
- ▶ Extensive experience in the management of complex academic programs.
- ▶ Excellent organisational skills, including the ability to establish and maintain professional service delivery standards, develop and implement new procedures, and drive a culture of innovation, continuous improvement and service excellence.
- ▶ A strong understanding of University administration and processes particularly in relation to academic support services.
- ▶ Excellent communication and interpersonal skills and demonstrated expertise in relationship building with internal and external stakeholders.
- ▶ Excellent analytical and problem solving skills with the ability to adapt to new situations, and quickly assimilate new concepts and information, and deliver innovative solutions to strategic and operational issues.

2.2 DESIRABLE

- ▶ An understanding of the Higher Education sector challenges.
- ▶ Proficiency in university enterprise systems such as StudentOne, ServiceNow and Themis.

3. Special Requirements

- ▶ A flexible approach to working hours is necessary, as occasionally events are held outside normal office hours.
- ▶ Operational requirements in the Faculty to meet deadlines may influence approval of annual leave.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Manager, Teaching and Learning works under broad direction and operates with a high degree of autonomy with responsibility for the outcome of decisions and actions taken demonstrating significant innovation, initiative and judgement, liaising at a high level as appropriate.

The role reports directly to the School Executive Director but is required to work in collaboration and closely with the Dean and Deputy Dean, Associate Dean JD, Associate Dean MLM, Associate Dean Breadth, Assistant Dean (Teaching and Learning), University Services (particularly Academic Services), Directors and Business Partners across the University as well as senior management within the Law School.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will require significant and demonstrable professional judgement and problem solving skills to manage a range of issues from the operational to the strategic.

The incumbent provides in-depth business knowledge required to effectively address complex student and academic issues, and routinely exercises informed judgement in implementing solutions to problems.

The incumbent is expected to analyse problems and recommend solutions, which may require the development and introduction of new Faculty policies and procedures, as well as the development of new systems, as part of a continuous review to improve processes.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Manager Teaching and Learning is required to develop a thorough understanding of the University's agreements, policies and processes and as well as University strategies and business plans such as Growing Esteem and understand how these relate to Faculty strategic and business plans. The position will also be required to understand the organisational structures within the University and Faculty.

An excellent knowledge of all aspects of the Faculty's past, current and potential future course and subject offerings is also needed.

Additionally, the Manager is required to have an understanding of the University's risk management framework and act accordingly within those frameworks.

4.4 RESOURCE MANAGEMENT

The Manager Teaching and Learning is responsible for developing and managing the portfolio budget and the teaching program budgets and for supervising, developing and supporting the teaching and learning team.

4.5 BREADTH OF THE POSITION

The position covers a broad range of high level duties and responsibilities related to the provision of high quality teaching and learning support across the coursework programs of the Law School. The incumbent is expected to liaise with staff at all levels across the School and work collaboratively with colleagues in University Services (Academic Services) as well as broader University and external stakeholders and organisations.

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. Other Information

7.1 ORGANISATION UNIT

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

7.2 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>.

7.3 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/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.

7.4 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>