



POSITION DESCRIPTION

Organisation Unit
Melbourne Law School

Teaching and Learning Advisor (MLM)

POSITION NO	0034558
CLASSIFICATION	HEW 6
SALARY	\$74,958 - \$81,138 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time (fixed term) position available for 11 months
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 , 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	Ms Lindsay Guy Tel +61 3 9035 4995 Email l.guy@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 websites:
about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

This position provides a range of services that support the Teaching and Learning activities at Melbourne Law School ensuring that academic staff and visitors are able to carry out their work effectively and efficiently. The role has a primary focus on the Melbourne Law Masters (MLM) program, supporting academic staff, international teachers and students.

In the role as Teaching and Learning Advisor, you will be responsible for providing high level administrative support to academics teaching into the Melbourne Law Masters, high quality service to students, and supporting the administrative functions of the Academic Support Office. It is necessary for the incumbent to manage competing demands, prioritise tasks effectively, ensure attention to detail, problem-solve, and be adept in dealing professionally with a range of stakeholders, offering them a high level of client service.

1. Criteria

1.1 ESSENTIAL

- ▶ A relevant degree and subsequent work experience or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated commitment to high quality client service
- ▶ 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
- ▶ Demonstrated ability to work independently using initiative to anticipate work requirements and to manage and resolve issues
- ▶ 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 Word, Excel and databases and the ability to learn new applications

1.2 DESIRABLE

- ▶ Previous administrative experience in a tertiary education environment or similar educational institution
- ▶ Experience with editing and formatting material for the web, via a content management program such as SquizMatrix or similar
- ▶ Experience with University administrative systems, such as ISIS, LMS, and Themis

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 Teaching and Learning Advisor provides high quality service to students and staff of the Melbourne Law School. Specifically, the role supports the teaching and learning operations of the Melbourne Law Masters program. The responsibilities of the position are detailed below:

3.1 TEACHING AND LEARNING ADMINISTRATION

- ▶ Respond to telephone and email enquiries with high quality service and provide support to the front desk and in-person enquiries as required.
- ▶ Administer subjects and short courses, including eCart administration, providing class lists and class photos, welcome emails, and the provision of support to subject coordinators and teachers
- ▶ Coordinate all aspects of the compilation, production and distribution of subject materials (ensuring copyright compliance for printed and online materials) and the Teacher's Brief
- ▶ Coordinate the MLM re-enrolment and enrolment selection process, including maintenance of waitlists, and extract data from the Student System (ISIS) for mailing lists and enrolment reports as required.
- ▶ Administer course transfers, inter-faculty and single subject enrolments within the MLM program, including checking eligibility, preparing the offer, and uploading applicable advanced standing
- ▶ Prepare the Student Experience Surveys for MLM subjects and coordinate correspondence with teachers once survey results are available
- ▶ Contribute to the continual improvement of the Teaching and Learning website, ensuring web pages are accurate and up to date at all times, particularly in regard to University policy and procedure

3.2 SUPPORT SESSIONAL ACADEMICS

- ▶ Coordinate the appointment of all external teachers to the MLM programs; prepare and distribute contracts and liaise with internal staff in relation to visas, accommodation and arrival
- ▶ Processing casual payments and preparation of invoices for independent contractors
- ▶ Upload information and documents onto the LMS and provide support as a Faculty LMS representative

3.3 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. The T&L Advisor provides support for these events as required.

3.4 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.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Teaching and Learning (T&L) Advisor operates under the broad direction of the Manager, Teaching and Learning. The T&L Advisor works closely with the T&L team and the Graduate Services team to administer a variety of activities. 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 T&L Advisor will use their initiative to resolve issues and only 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 graduate 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, including responding to and problem-solving student queries.

The position requires development and management of relationships with both tenured and sessional academic staff and the incumbent is expected to develop an understanding of the processes involved in the engagement of staff and to be able to assist with a range of queries relating to their appointment and their teaching requirements.

4.3 RESOURCE MANAGEMENT

The T&L Advisor is responsible for processing eCart payments for short courses, payments for sessional staff, ensuring that all payments are processed accurately and allocated to the correct accounts.

4.4 BREADTH OF THE POSITION

The T&L Advisor 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 Advisor 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, ISIS, and the enhanced Admissions module.

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.