



# Position Description

## Coordinator, Academic Integrity

Office of Academic Quality and Standards

Deputy Vice-Chancellor Academic Portfolio

<b>Classification</b>	Level 7
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special Conditions</b>	Nil
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	November 2023



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities, all staff will be required to contribute to the success of the university strategy including meeting the university’s eight key performance indicators:

<b>Our Students</b>	<ul style="list-style-type: none"> <li>• Commencing Progress Rate</li> <li>• Student Experience</li> </ul>
<b>Our Research</b>	<ul style="list-style-type: none"> <li>• Research Income</li> <li>• Research Quality and Impact</li> </ul>
<b>Our People</b>	<ul style="list-style-type: none"> <li>• Engagement</li> <li>• All Injury Frequency Rate</li> </ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"> <li>• Underlying Operating Result</li> <li>• Community and Partner Sentiment</li> </ul>



## Office of the Deputy Vice-Chancellor (Academic)

The Deputy Vice-Chancellor (DVC) Academic is responsible for the operations of the Faculties and Schools and for learning and teaching and student academic support services at Charles Sturt University: the Division of Learning and Teaching, the Division of Library Services, the Division of Student Success and the Office of Academic Quality and Standards. This includes responsibility for the course profile and, with Charles Sturt's Academic Senate, for course quality, learning and teaching quality, and academic integrity. The DVC Academic is also responsible for Charles Sturt's Education Strategy (2030).

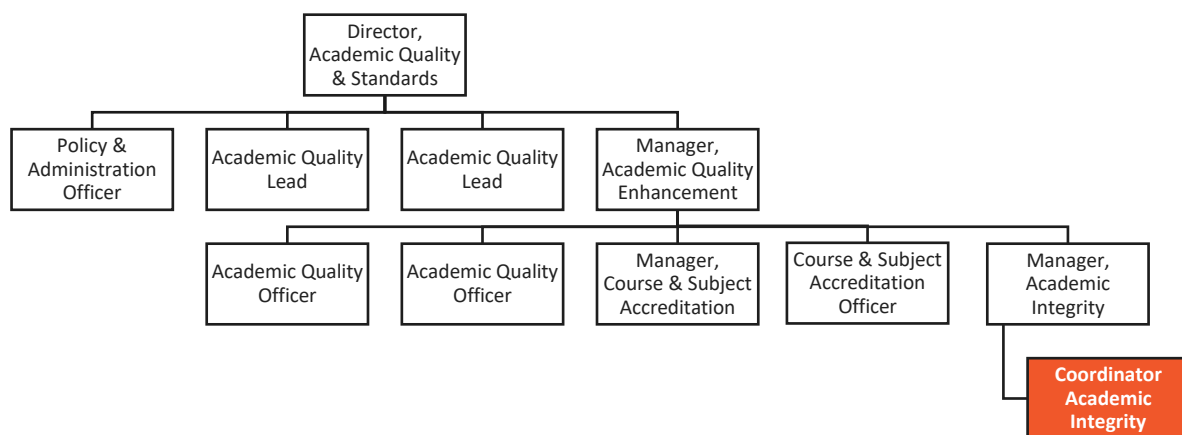
### Office of Academic Quality and Standards

The Office of Academic Quality and Standards is a dedicated and centralised team focussed on Charles Sturt policy and processes to assure the quality of our courses and subjects.

The Office leads the development of policy and procedure that supports quality educational outcomes and provides central services supporting quality and compliance monitoring and enhancement at the School, Faculty and Portfolio level, curriculum management, and, in partnership with Faculty and the Division of Security, Safety and Wellbeing, academic integrity and misconduct.

The Office drives a quality culture in everything we do through focusing on continuous improvements aligned with our [Education Framework](#), Academic Quality Policy and the [University Strategy 2030](#).

## Organisational chart



## Reporting relationship

**This position reports to:** Manager, Academic Integrity

**This position supervises:** Nil



## Key working relationships

- Faculty Deputy Deans, Academic Integrity Officers and Operations team Managers
- Staff from the Office of Academic Quality and Standards
- Staff from the Office of the Deputy Vice-Chancellor (Academic)
- Faculty Administration Managers, Course and Subject Team Managers
- Heads of School, Associate Heads of School (Learning and Teaching) and Course Directors
- Division of Learning and Teaching Leadership
- Student Experience, Student Success and Security, Safety and Wellbeing,
- University Library staff

## Position overview

The role of Coordinator, Academic Integrity, is central to the effective management and promotion of academic integrity at Charles Sturt University. This position supports the Manager, Academic Integrity, in implementing a university-wide academic integrity strategy, as well as in the continuous improvement of academic integrity policies, procedures, and processes. Responsibilities include executing initiatives, contributing to the design and delivery of resources and training materials, and collaborating with various stakeholders across the university. Additionally, the Coordinator, Academic Integrity, will be tasked with coordinating academic misconduct committee meetings and providing essential administrative support, ensuring efficient case management and adherence to university procedures.

## Principal responsibilities

- Provide expert advice on policies, procedures and processes relating to academic integrity across the university and the relationship to the wider suite of academic policies and procedures.
- Coordinate delivery of academic integrity initiatives and projects, and review and design continuous improvement programs to support academic integrity policies, procedures, and processes.
- Develop, design and deliver educational materials, resources and information sessions related to academic integrity for staff and students to ensure currency in a rapidly evolving area.
- In collaboration with the Faculty and Divisional leadership, ensure alignment of to the university wide academic integrity stance and support efforts including effective communication strategies.
- Coordinate and support academic misconduct committee meetings and provide administrative support in the resolution of academic misconduct cases, ensuring efficient case management and adherence to university procedures.
- Manage the recruitment and onboarding of new panel members for academic misconduct committees, ensuring a diverse and skilled composition of the members in alignment with institutional standards and objectives.
- Generate appropriate academic integrity reports, or report templates, for Faculty and University management and committees to monitor academic integrity and identify risk, drawing on appropriate data sources where required.
- Perform other duties as required, appropriate to the classification.



## Role-specific capabilities

This section comprises capabilities from the [Charles Sturt Capability Framework](#) identified as essential or critical for success in this role.

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<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Present and communicate information</b>	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
<b>Write and Report</b>	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
<b>Analyse</b>	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.

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## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree with at least 4 years of subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated ability to take initiative, proactively addressing challenges and seeking opportunities for improvement in a dynamic work environment.
- C. Ability to exercise independent judgement and autonomy in decision making and provide evidence-based advice to senior leadership staff.
- D. Proven experience in interpreting, applying, and implementing policies, procedures and processes in a tertiary education context.
- E. Proven organisation and experience in development planning, implementation and evaluation of staff and student educative programs
- F. Excellent communication, collaboration, and analytical skills with experience in negotiating and building relationships with a diverse range of people and report writing.
- G. Knowledge and understanding of academic integrity and misconduct, university systems and case management software.



Brisbane

## New South Wales

Dubbo

Port Macquarie

Orange

Bathurst

Goulburn  
NSW Police Academy

Sydney

Wagga Wagga

Canberra

Albury-Wodonga

Wangaratta  
Regional Study Centre

## Victoria

Melbourne

● - Capital city ● - Campus location

