



POSITION DESCRIPTION

Academic Support Office
Faculty of Arts

Curriculum and Quality Assurance Team Leader

POSITION NO	0046175
CLASSIFICATION	PSC 7
SALARY	\$88, 171 - \$ 95,444 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 , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Allison Dutka Tel +61 3 9035 4651 Email adutka@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

Located in the Faculty of Arts, the Academic Support Office (ASO) supports the development, delivery and quality assurance of teaching and learning activities across the Faculty's undergraduate, graduate coursework and graduate research programs.

The Curriculum and Quality Assurance Team Leader is responsible for high quality support and advice in curriculum development, course/program reviews and the development of teaching and learning initiatives for the Faculty's programs, across undergraduate, honours, graduate coursework and graduate research. The Team Leader works closely with academic staff in the five Schools, coordinating the support of the major and minor course and subject change process.

The Team Leader maintains in-depth knowledge of compliance requirements and provides support in fulfilling these.

1. Key Responsibilities

- ▶ Work closely with the Director BA and Associate Dean, Graduate Studies and Research Training, the Manager, Academic Support Office and the Manager, Curriculum Development Support to ensure quality curriculum design and innovative pedagogy in Faculty of Arts programs, across undergraduate, honours, graduate coursework and graduate research;
- ▶ Provide high level support in major reviews of programs, specialisations, courses and in the development of new teaching and learning initiatives including online delivery;
- ▶ Support compliance activities ensuring changes to programs are AQF compliant;
- ▶ Coordinate major/minor course and subject change proposals and Student One configurations as required; and work closely with academic staff in the five Schools on the course and subject change process and procedure
- ▶ Coordinate the training and support for the Curriculum Approval Publication System (CAPS) including managing the content for the curriculum development information on the staff intranet, ensuring the information is correct and accurate at all times
- ▶ Undertake special projects as required to support the enhancement of teaching and learning support and academic programs administration;
- ▶ Contribute to research and benchmarking, maintain records and provide reports on the effectiveness of Faculty teaching programs;
- ▶ Provide content for publications and websites promoting Faculty programs and provide advice to University Services on changes to programs, majors and subjects;
- ▶ Assist with graduate selection activities as required.
- ▶ Work collaboratively within and across functional areas to ensure broader Faculty goals and objectives being met;
- ▶ Undertake ongoing review of processes resulting in continuous improvement and ensuring best practices;
- ▶ Comply with quality assurance, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Tertiary qualifications in a relevant discipline or equivalent mix of education and relevant experience;
- ▶ Excellent interpersonal, written and verbal communication skills and the ability to liaise effectively with external parties and University staff at different levels;
- ▶ Demonstrated problem solving skills with the ability to deliver creative solutions and negotiate outcomes;
- ▶ Demonstrated ability to exercise independent and informed judgement in problem-solving
- ▶ Demonstrated ability to work effectively as a team player, to support colleagues and contribute to the improvement of administrative systems and procedures.
- ▶ Demonstrated ability to work independently with the ability to manage one's own time in order to meet deadlines
- ▶ Demonstrated experience in developing and delivering activities to achieve strategic goals and objectives in a collaborative manner

2.2 DESIRABLE

- ▶ Experience and knowledge of the University of Melbourne's academic and administrative structure, mission and strategic objectives or experience and knowledge of the higher education sector more broadly.
- ▶ Experience in the use of University systems including Student One and Curriculum Approval Publication System (CAPS)
- ▶ Experience with the University's course and subject changes policies and procedures

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Curriculum and Quality Assurance Team Leader works under the broad direction of the Manager, Curriculum Development Support within the Academic Support Office, and is also expected to work independently, showing initiative and confidence in the preparation of documentation and materials with minimal supervision. The incumbent is responsible for prioritising his/her own day-to-day work and for liaising effectively with key academic and professional staff. The incumbent is also expected to work collaboratively and collegially with other team members and is expected to coordinate business functions that will require some supervision of other members of the team and/or casual staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

Individual problem solving skills and the exercise of independent judgement are required in prioritising workloads, working to timelines/tight deadlines and exercising judgement in prioritising to meet specified timelines and comply with standard practices.

The incumbent is expected to be professional and show maturity and insight in solving problems given the time-critical and collaborative nature of the work they undertake and to exercise discretion in determining what matters require the direct attention of the Manager, Curriculum Development Support within the Academic Support Office.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to demonstrate knowledge of the operational needs of the Academic Support Office Team, and to apply professional knowledge and skills to assess the best approach to a given task. The incumbent must have a sound understanding of the structure and teaching requirements of undergraduate, honours, graduate and research programs, knowledge of the Faculty and key staff involved in the delivery of the programs.

3.4 RESOURCE MANAGEMENT

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible.

3.5 BREADTH OF THE POSITION

The Curriculum and Quality Assurance Team Leader will have a wide range of administrative capability working with complex processes and systems. The incumbent will liaise with a range of staff including professional and academic staff across the Faculty of Arts as well as with the broader University community.

4. *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 strive for excellence and reach the targets of Growing Esteem.

5. *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/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

The Academic Support Office works in partnership to support the development, delivery and quality assurance of teaching and learning in the Faculty of Arts, particularly in the following key areas:

- ▶ Selection and Scholarships
- ▶ Undergraduate Programs
- ▶ Graduate Coursework
- ▶ Graduate Research
- ▶ eTeaching/eLearning
- ▶ Student Programs (Enrichment)
- ▶ Tutor Induction

6.2 BUDGET DIVISION

<http://arts.unimelb.edu.au/>

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Studies

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director

- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

6.3 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>.

6.4 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.

6.5 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/governance>