

Operations and Learning and Teaching Coordinator

College/Division	College of Health and Medicine
School/Section	School of Paramedicine
Location	Hobart (on campus)
Classification	HEO7
Reporting line	Business Manager, School of Paramedicine

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Operations and Learning and Teaching Coordinator in the School of Paramedicine, part of the [College of Health and Medicine](#).

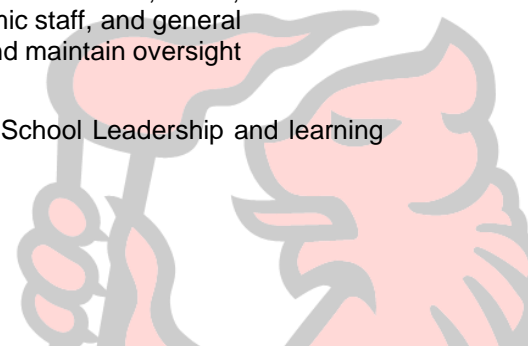
The University of Tasmania offers Australia's first School of Paramedicine, recognising the critical importance of paramedicine across the national health sector, and responding to workforce needs. Offering paramedicine education since 2006, the School was formally established as an independent academic unit in 2023 in recognition of the evolving and critical role of paramedics, and the important contribution made by paramedicine to health care provision.

The Operations and Learning and Teaching Coordinator is responsible for the day-to-day coordination and management of the School's operations, including overseeing compliance and student-focused processes in learning and teaching, under the broad direction of the Business Manager. This position will drive, oversee, and implement professional services and support across School's operations.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Support the Head of School and Business Manager across day-to-day, as well as special projects, across all aspects of the School's operations.
- Lead, supervise, mentor and direct a small team of professional staff, across dispersed geographic areas, to deliver administrative and support services according to agreed timelines and quality standards, ensuring effective target setting, through performance management, coaching, training, and staff development.
- Oversee all aspects of the professional support of learning and teaching activities including timetable coordination, course and unit reviews and amendments, accreditation, exam, assessment and practical preparations, coordination of casual academic staff, and general support for academic and program delivery functions of the School; and maintain oversight of related governance and compliance.
- Provide high-level executive assistance to the Head of School, and School Leadership and learning



and teaching committees.

- Develop and implement effective procedures and processes across the School that support operational efficiency, effectiveness, and sustainability.
- Maintain oversight of, and proactively engage with, operational functions of the School and University, including finance and budget oversight, brand, marketing and recruitment, administration of contracts and projects, health and safety, college services etc; and ensure an efficient, high-quality reception experience for students, staff and visitors.
- Support a continuous improvement culture by proactively reviewing service deliverables and liaising with College Services and other University staff to improve communications, systems, policies and procedures.
- Coordinate the development of reports, presentations, and other documentation required for the School's operational activities.
- Undertake other duties as reasonably assigned by line manager.

What We're Looking For (success criteria)

- A combination of education, training, and experience commensurate with the requirements of the position.
- Experience in a higher education or healthcare environment, or similarly complex organisation, providing high level administrative support with the ability to interpret, apply and explain complex rules, ordinances, policies, and procedures.
- Highly developed administration and organisational skills, with a demonstrated ability to prioritise effectively to meet competing deadlines with accuracy, attention to detail and with minimum supervision.
- Demonstrated experience in managing budgets and forecasts, and ongoing financial reporting.
- Proven ability to analyse and prepare reports and other associated documentation at an executive level.
- A high level of computer literacy, including competence in Office 365 applications, Microsoft Excel and Microsoft Word, and in other database operations including in-house systems.

Other position requirements

- Willingness to undertake a medical assessment based on meeting the inherent position requirements
- Interstate travel as required

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

