

Executive Officer, Academic Operations Learning and Teaching

College/Division	College of Health and Medicine
School/Section	Tasmanian School of Medicine
Location	Hobart
Classification	HEO Level 7
Reporting line	School Business Manager
Date	November 2020

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 Executive Officer, Academic Operations Learning and Teaching in the [School of Medicine](#) which is part of [the College of Health and Medicine](#).

The Executive Officer, Academic Operations Learning and Teaching works under the broad direction of the School Business Manager and the Associate Head, Learning & Teaching to advise on and guide the preparation and delivery of learning and teaching programs within the Tasmanian School of Medicine. The role will be responsible for leading numerous State-wide and inter-state multi-disciplinary teams for a diverse range of operational activities supporting all aspects of program delivery and assessments, results coordination and activity reporting to the Tasmanian School of Medicine and College of Health and Medicine.

Working with other senior College of Health and Medicine Learning and Teaching staff, the position will be required to manage support for and provide advice on student results, university examination and results policies and procedures and reporting for Assessors meetings in liaison with Associate Head, Learning & Teaching.

The role participates as a member of the Tasmanian School of Medicine's senior management team and is responsible for supporting the strategic direction of the School programs and business plans in alignment with College of Health and Medicine and University goals. Drawing on a sound understanding of Learning and Teaching systems the incumbent is also required to provide high level analysis, support and solutions to ensure the quality of output and efficiency of processes is maintained.

The position will be responsible for building and maintaining a strong client relationship with hub services and departments to negotiate and resolve conflicts to ensure optimal outcomes for timetabling sequencing, examination requirements and teaching space utilisation.

The position is based at the Medical Science Precinct Hobart but supports academic operational and administrative activities on all campuses.

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

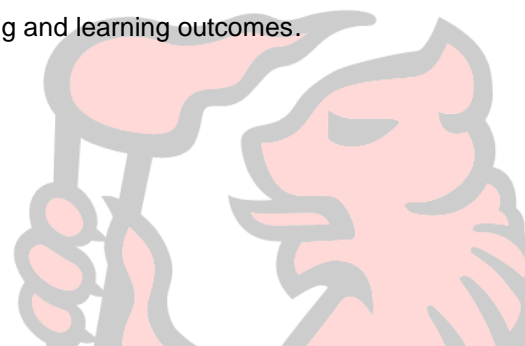
- Provide high level advice, guidance and make recommendations to the Business Manager and Associate Head, Learning and Teaching in relation to university compliance, policies, quality and process improvement on a wide range of operational Learning and Teaching activities.
- Provide efficient and effective client focussed program administration support across all relevant campuses. This includes leading the Tasmanian School of Medicine administration of student management processes that are not supported by Student Services.
- Provide administrative support to the Associate Head, Learning and Teaching including the management of relevant Tasmanian School of Medicine Learning and Teaching committees and curriculum, course and unit reviews and new course proposals.
- Oversee the management of the Tasmanian School of Medicine semester requirements in regard to coordination and production of exam papers and results. This includes liaising with the Exams Office and School Academics to ensure deadlines are met.
- Oversee the management and successful implementation of the Tasmanian School of Medicine annual timetabling cycle including programming of semesters, graduation and course specific events.
- Review and enhance policy, guidelines and procedures working with key stakeholders to ensure a seamless and connected delivery of services to students and staff.
- Use of student management systems, financial systems, word processing, spreadsheet, database, email and internet software for course and unit data analysis. Preparation of correspondence, reports, communications, tables, timetabling and teaching space management.
- Oversee the production, archival and security processes of official student documentation, including exam papers and results, ensuring the ongoing monitoring and review of audit processes, document storage and security controls in line with instructions from the university's Record's Office.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- A relevant degree or post graduate qualification with subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated leadership ability with experience in the management of staff or teams delivering complex administrative and technical functions including the capacity to implement workplace change, negotiate and monitor performance standards.
- Demonstrated ability to provide leadership in the development of strategic and operational plans, policies and procedures and in driving improvement.
- Demonstrated experience in leading and supervising staff within a continually changing environment including the capacity to motivate and provide guidance to numerous multi-disciplinary teams in a high-pressure environment.
- Wide administrative experience in a University setting or equivalent experience in a complex organisation.
- Excellent organisational skills and a demonstrated capacity to act independently within established guidelines, using discretion, confidentiality and sound judgment.
- High-level information systems, written and oral communication skills.
- Demonstrated capacity to work under pressure including balancing priorities to meet demanding deadlines.

Other position requirements

- High level knowledge of the Australian university environment including familiarity with Higher education relevant legislation, rules, policies and university structures (desirable).
- Demonstrated capacity to manage multiple teams in distant locations (desirable).
- Regular travel may be between campus is required to deliver teaching and learning outcomes.



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.

Check out more here:

<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.

