

ACADEMIC SERVICES

Melbourne Graduate School of Education

Manager, Accreditation and Curriculum

POSITION NUMBER	0051973
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	\$105,684 - \$114,389 UOM 8 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Genevieve Jordan Tel +61 38344 1007 Email genevieve.jordan@unimelb.edu.au</p>

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

ACADEMIC SERVICES TEAM

MGSE's Academic Services team works to ensure MGSE courses meet the needs of students and the Education sector, students are supported in their courses, have opportunities to enrich their experience and are well positioned for successful careers.

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.

ABOUT THE ROLE

Position purpose:

The Manager, Accreditation and Curriculum leads a team of professional staff in the delivery of the accreditation and curriculum functions for MGSE. The role works in close collaboration with the Associate Dean (Learning and Teaching) and other senior academic leaders to ensure MGSE's course accreditations and endorsements are effectively managed, and all curriculum is of high quality and compliant with the requirements of the University and relevant external bodies.

Key areas of activity include: providing direction and oversight to the accreditation function, including working with accreditation and funding bodies; leading and overseeing the curriculum function and associated approvals processes; driving a comprehensive and holistic approach to course evaluation and review; and leading a team of specialist staff.

The role works collaboratively with academic leaders on accreditation and curriculum matters and with related teams with the Academic Services portfolio to support the objectives of the University's Advancing Melbourne Strategy and MGSE's Strategic Plan. In particular, it works to ensure MGSE courses meet the needs of students and the Education sector, to help our students become well positioned for successful careers.

Reporting line: Senior Manager, Academic Services

No. of direct reports: 4

No. of indirect reports: 0

Direct budget accountability: None

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Significant

Operational context: Academic Division

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Provide leadership and management of accreditation processes, including managing a portfolio of accredited and endorsed courses, development of documentation, liaising with internal and external accrediting bodies and securing timely approvals
- Provide direction, oversight and advice on the design and development of curriculum, including advice on course and subject design, university, government and other external requirements
- Develop and implement a quality assurance and improvement framework that supports effective accreditation and curriculum processes
- Maintain a close working relationship and be the first point of contact for accreditation matters for the VIT and ACECQA
- Provide leadership and direct supervision, expert advice and guidance to the Accreditation and Curriculum team, including mentoring, support and skill development
- Conduct audits, develop reports, reviews, strategies and plans regarding MGSE's courses, subjects and learning and teaching practices, for internal and external use
- Provide expert advice regarding accreditation and curriculum standards, policies and regulations in accordance with AITSL, VIT, ACECQA and University frameworks
- Provide executive support and advice to relevant governance committees such as the Learning and Teaching Committee and Academic Programs Subcommittee, working closely with chairpersons to driving an agenda and ensure sound governance practices
- Oversee the use of effective records management systems and practices for the Accreditation and Curriculum team
- The role will be required to perform other duties as required.

Selection Criteria:

Essential

Education/Qualifications

1. The appointee will have: A degree in Teaching, Education or related field with relevant experience; or extensive experience and broad knowledge of the field; or an equivalent combination of relevant professional experience and/or education and training.

Knowledge and skills:

2. Demonstrated experience in the management of accreditation and curriculum functions, including planning, leading collaboration, providing expert advice and preparing documentation.
3. Excellent written communication skills, with demonstrated ability to develop detailed technical documentation to a high standard
4. Excellent relationship-building, advisory and negotiation skills, with the ability to work effectively with diverse stakeholders and colleagues and to achieve desired outcomes and resolve issues

5. Experience in managing a team of specialist staff, providing guidance, direction and support to ensure the achievement of agreed outcomes for the team and the professional development of individuals
6. Demonstrated high level analytical skills and experience preparing detailed audits and reports
7. A track record of management of multiple concurrent projects with the ability to prioritise tasks and meet deadlines while maintaining a high quality of work.

Desirable

8. Sound understanding of AITSL, VIT and ACECQA accreditation and curriculum standards, policies and regulations
9. Sound understanding of University culture and processes, and the management of academic divisions.

Other job-related information:

- An offer of employment will be conditional upon receipt and maintenance of a valid Working With Children Check.
- Some out of hours work may be required.
- The position is based at the Parkville campus. Occasional travel to other sites may be required.