POSITION DESCRIPTION

Position:	5330 Coordinator, Curriculum Data Management
Work Area:	Student Services
Classification:	Level 7
Supervisor:	7030 Manager, Timetabling and Curriculum Data

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF STUDENT SERVICES

Student Services is headed by the Academic Registrar and Director, Student Services and is part of the portfolio of the Deputy Vice-Chancellor (Academic) who is responsible for setting the vision and strategic direction for the UniSC student experience, student success and retention. Student Services strives to provide a positive, transformational experience for all UniSC students and has a broad brief to deliver key initiatives and services that support students to succeed with their studies, thereby becoming lifelong learners and job ready graduates. Student Services is comprised of three sections, each headed by an Associate Director: Student Business Services provides administrative and academic support to core university functions including admissions, credit assessments, timetabling, enrolments, student finance, scholarships, progressions, graduations, and student systems. Student Experience provides UniSC-wide multi-channel student enquiry management, a business improvements team, as well as centralised student communications and orientation coordination for the university. Student Engagement & Success provides student learning, support and development services including wellbeing, disability support, careers, and employability, learning advice and student success.

PRIMARY OBJECTIVES OF THE POSITION

1. Coordinate the development, implementation, maintenance and evaluation of University curriculum data relating to program, course and class set-up and management, in collaboration with stakeholders to ensure requirements are met in accordance with the strategic goals and priorities of the University and to ensure the efficient and maximum utilisation of available resources;

2. Undertake root cause analysis to assist with resolution of issues identified with program, course and class set-up and other data integrity issues identified in the Student Information System;

3. Implement change management and communication framework strategies in undertaking the management, development, and continuous improvement of University approved curriculum elements.

NATURE AND SCOPE OF POSITION

Under the direction of the Manager, Timetabling and Curriculum Data the incumbent will provide coordination of activities in reviewing, evaluating and designing business processes and practices relating to the University's approved curriculum data, including course and program set up, class scheduling activities and data integrity, to ensure appropriate allocation and utilisation of University resources and a high-quality stakeholder experience.

KEY ACCOUNTABILTIES OF THE POSITION

1. Coordinate activities of the Curriculum Data Management team in the delivery and support of effective services to ensure processes are consistent, equitable, and comply with relevant policies, procedures and legislative requirements and alignment with University strategic plans.

2. Take a leading role in liaising with UniSC academic Schools and other stakeholders to maintain, develop and continuously improve the University's approved curriculum data business rules and guidelines;

3. Coordinate resourcing to ensure appropriate support can be provided for program, course and class set-up, class scheduling and enrolment related activities;

4. Undertake the collection and analysis of data to identify trends and systemic issues to improve delivery of service and provide innovative solutions to improve business performance by ensuring efficient and effective processes and systems that support the timely delivery of quality services.

5. Undertake other duties within the range of skills normally associated with a position of this classification in an evolving environment as required.

6. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following Selection Criteria:

1. The successful candidate will hold a relevant degree with at least 4 years subsequent relevant experience within a higher educational setting; or extensive experience and management expertise in technical or administrative fields; or broad knowledge in the area of tertiary curriculum, enrolments and related activities.

2. Extensive understanding, knowledge, and experience in the use of a computerised student information and/or timetabling systems.

3. Ability to assess problems and situations, develop innovative solutions and respond efficiently and effectively within a process improvement environment.
4. Ability to engage constructively with stakeholders and clients, displaying strong organisational, conceptual and analytical skills, to assist in delivering a culture of responsive and innovative customer-oriented solutions.
5. Ability to work with staff in developing knowledge and understanding of data integrity and quality control issues and its relationship to continuous quality improvement principles and practises.
6. Experience in the coordination and presentation of training sessions and in the preparation of documents and publications.
7. Experience in, or evidence of an ability to quickly develop the skills to complete the set-up of programs and courses and undertake system related testing in the Oracle Campus Solutions (Peoplesoft) Student Information System.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.