

# POSITION DESCRIPTION

## UNIVERSITY OF TASMANIA



POSITION TITLE	Senior Administration Officer, Education Programs
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FACULTY/INSTITUTE/DIVISION	College of Health and Medicine
SCHOOL/SECTION	Wicking Centre
CAMPUS	Medical Science Precinct – Hobart
CLASSIFICATION	HEO 6
DATE	April 2018

### POSITION SUMMARY

*Open to Talent*, the University of Tasmania's strategic plan, sets a bold vision for the future, with high ambitions across the domains of research, students and community. UTAS recognises that achieving this vision is dependent on the people who work for the University.

The College of Health and Medicine is characterised by an entrepreneurial inter-professional culture, high quality professional health programs and strong partnerships with health service providers. The College research strengths are in the following themes: dementia and translational neurosciences; health care services; prevention and management of chronic disease; and technology enhanced learning and teaching.

The Wicking Dementia Research and Education Centre within the College of Health and Medicine is at the forefront of translational research relevant to people with dementia and their carers. The Wicking Centre undertakes multi-disciplinary research and delivers specialist dementia education, focused on Care, Cause and Prevention.

The Wicking Centre are seeking to appoint an Senior Administration Officer, Education Programs who will be responsible for the delivery of a range of administrative tasks and functions supporting the educational programs of the Centre, including the Bachelor of Dementia Care Degree Program, and postgraduate programs. This role will be required to interpret and act on University policy to ensure Learning and Teaching compliance. The Senior Administration Officer, Education Programs will be responsible for contributing to the non-academic preparation and delivery of education programs including facilitating enquiry responses and other communications, enrolments and withdrawals, assessments, results, reporting, and other service delivery tasks as required.

**POSITION RELATIONSHIPS**

<b>Supervisor</b>	Student Support Team Leader
<b>Direct reports</b>	Nil
<b>Other</b>	Director, Wicking Centre Business Manager, Wicking Centre Associate Director of Learning & Teaching, Wicking Centre Professional Staff – Courses and Educational Programs, Wicking Centre Student Services Business Partner and staff Wicking Centre and College of Health & Medicine Academic and Professional staff at all levels University staff across a range of Learning and Teaching related divisions Students – current, past and potential

**KEY ACCOUNTABILITIES AND OUTCOMES**

1.	Oversee all aspects of the Centre's award course and educational program administration, including student management processes, responding to and managing potential and current student enquiries.
2.	Provide administrative support to the Associate Director L&T; as well as providing advice and support around L&T policy and guidelines, administration, curriculum, course and unit reviews, new course proposals and special projects.
3.	Manage the administrative course delivery requirements in regards to coordination and production of results, including liaising with the Exams Office and Academic Staff to ensure deadlines are met and accuracy is upheld.
4.	Provide timely advice to Fees Unit and other University areas to ensure that all Fees, Waivers and HECs Scholarships are applied accurately.
5.	Use student management systems, financial systems, word processing, spreadsheet, database, email and internet software, for course and unit data analysis and preparation of correspondence, reports and general communications.
6.	Other tasks as directed by line manager.

**DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY**

Under the broad direction of the supervisor and within the context of the University's policies and performance expectations, the appointee has a substantial degree of autonomy.

## POSITION CRITERIA

### Essential Requirements

1. A relevant university degree with subsequent relevant experience and/or an equivalent combination of relevant experience and/or education/training.
2. Ability to deliver complex administrative functions including the ability to triage and respond to multiple queries/requests.
3. Excellent organisational skills and a demonstrated capacity to act independently within established guidelines, using discretion, confidentiality and sensitivity, and sound judgment.
4. Very high level understanding of online/information systems, written and oral communication skills including an excellent level of attention to detail.
5. Demonstrated capacity to work under pressure including balancing priorities to meet demanding deadlines.
6. Administrative experience in a University setting or equivalent experience in a complex organisation.

### Desirable Attributes

7. Experience in the delivery of, or administrative support for educational programs.

## WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

## UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can be