**Position Title** Senior Course and School Review Officer

**Classification** Level 7

**School/Division** DVC Education

**Centre/Section** Office of the Pro Vice-Chancellor (Academic)

**Supervisor Title** Manager, Academic Quality, Performance and Review

**Supervisor Position Number** 318997

**Position Number** ##

## Your work area

Organisational reviews are an essential part of the University’s planning and quality assurance framework and provide valuable input into strategic planning activities, continuous improvement and accountability across the institution. Under the Higher Education Standards Framework, the University is required to undertake a cyclical review of its courses and academic units. The University is committed to a program of reviews of schools and other academic units as an integral part of its strategic planning and quality assurance process.

The Office of the Pro Vice-Chancellor (Academic) is a diverse office within the Education portfolio that contributes significantly to oversight and future directions of the University’s coursework degrees. The Office has overall responsibility for monitoring, reporting and facilitating academic quality and standards.

## Reporting structure

Reports to: Manager, Academic Quality Performance and Review

## Your role

Under broad direction, you will collaborate with key stakeholders to conduct and deliver Comprehensive Course Reviews and School Reviews in accordance with the University’s academic policies. You will play a key supervisory role, ensuring the timely and professional delivery of these reviews. You will also provide support to the Manager, Academic Quality Performance and Review in managing a team of Course and School Review Officers.

Additionally, you will assist with monitoring the implementation of review outcomes and ensure that the review process aligns with the University’s strategic objectives and policies.

## Your key responsibilities

Monitor and prepare reports on the progress of Course and School Reviews.

Identify and recommend policy and approach improvements as needed

Prepare reports for the Manager, Academic Quality, and Performance and Review as required by the Review Policy and procedures.

Apply in-depth knowledge to provide key strategic advice on Course and School Reviews.

Assist in the maintenance of a Course and School review schedule in consultation with Schools, central units, and other key stakeholders.

Apply an extensive and in-depth knowledge to provide advice and complete high, medium and low risk course reviews.

Liaise with senior University Staff contributing to School and Course Reviews.

Ensure key review documentation, as required by the Review Policy and procedures, are filed in accordance with the University’s record keeping requirements.

Prepare government applications as directed.

Provide briefings on the status of the scheduled reviews to the Manager, Academic Quality, Performance and Review.

Perform other duties as directed.

## Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency.

Substantial relevant experience in coordinating and facilitating operational reviews, audits, or compliance processes, including serving as a committee Executive Officer and managing curriculum and/or course accreditation activities.

Experience as a committee Executive Officer.

Curriculum management and / or course accreditation experience.

Excellent written and verbal communication skills, including liaison, report writing and submission preparation.

Demonstrated ability to supervise staff and manage team outputs.

Excellent planning and organisational skills, with the demonstrated ability to meet deadlines.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Demonstrated experience in communicating, liaising, influencing and working with diverse groups and at various organisational levels.

Demonstrated ability to exercise judgement, maintain confidentiality and manage sensitive information about areas of an organisation.

Ability to work independently, show initiative and work productively as part of a team.

## Special requirements (selection criteria)

There are no special requirements.

## Compliance

Ensure you are aware of and comply with legislation and University policies.

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