

Learning and Teaching Project Officer

College/Division	College of Sciences and Engineering
School/Section	Office of the Executive Dean
Location	Burnie, Launceston or Hobart
Classification	HEO6
Reporting line	Reports to the Associate Dean Learning and Teaching Performance

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 a part time Learning and Teaching Project Officer in the College of Sciences and Engineering. The position is responsible to the Associate Dean Learning and Teaching Performance (ADLTP) and will work closely with the Deputy Associate Dean's (DADs) and Associate Head's Learning and Teaching (AHLTs) in the Academic Units in the execution of the College Learning and Teaching (LT) portfolio's responsibilities.

The position provides administrative and project support for the ADLTP and DAD's and AHLT's; monitors and advises on the College's compliance with LT quality and standards and responsibilities as defined by College, University, and where applicable third-party policy and regulation. The Learning and Teaching Project Officer applies Lean principles and methodology and a growth approach to the development and review of administrative LT practices in the College.

Key positional objectives include support for the delivery of LT strategic projects and operational activities, the provision of advice and guidance to staff about LT activity, rules, and regulations, including quality assurance (QA) and reporting, planning and operational timelines.

Delivering across a broad scope of administrative and project management activities, the Project Officer Learning and Teaching undertakes operational and transactional activities including through not limited to integration of information to prepare, compose, draft and/or critically review letters, memoranda, administrative and project reports, minutes, other documentation and tracking of LT Quality Assurance documentation through approval systems.

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

- Working closely with the ADLTP, DADs and AHLTs to contribute to the implementation of the College LT Quality Assurance procedures and processes.
- Provide a broad range of general operational and transactional administrative and project support to the College LT portfolio.
- Apply Lean principles and methodology in the provision of broad administrative and project support and guidance to the College L&T function, maintain currency of L&T information and communications, monitor and advise on the College's compliance with LT quality and standards and procedures as defined by College, University, and where applicable third-party policy and regulation.
- Prepare briefing papers, reports, and communications with all levels of university LT operatives and external stakeholders; and collate, submit, and track LT QA documentation through approval systems.
- Build, manage and coordinate effective working relationships both internally and externally to the College, identifying and developing opportunities to enhance communications and engage key stakeholders.
- Facilitate the collation and dissemination of LT information within the College.
- Support internal and external events and activities relating to the course portfolio and / or LT activities.
- Undertake other duties as reasonably assigned by positional line management.

What We're Looking For (success criteria)

- A degree with subsequent relevant experience or equivalent relevant work experience and/or education/training.
- A history of successfully applying a growth mindset and of positive contribution to a culture of team and individual excellence.
- Highly developed interpersonal and verbal communication skills, including ability to exercise diplomacy, discretion, and confidentiality.
- Proven ability to provide a high level of administrative support and project management services, including the ability to analyse and prepare reports and other associated documentation.
- Highly developed administration and organisational skills, with a demonstrated ability to exercise judgement on work methods and task sequence to meet deadlines.
- A high level of computer literacy and analytical skills, including competence in Office 365 applications, Microsoft Excel and Microsoft Word, and in other database operations and university systems.

Other position requirements

- Knowledge of University LT governance and administration structures and operations.
- Experience in the application of Lean principles and methodologies to administration practices.
- Travel may be required between campuses.

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/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.

