

Position Title	Teaching Operations Officer
Classification	Level 5
School/Division	College Services
Centre/Section	Schools Operations
Supervisor Title	Team Leader (Teaching Operations)
Supervisor Position Number	320111, 320112, 320113
Position Number	320168, 320169, 320170, 320171, 320172, 320173, 320174, 320175

Your work area

College Services provides academic administration and technical support services to the University's schools, including Heads of School, academic staff and research students. The team is committed to providing effective and efficient services in support of the Schools' and University's strategic objectives, with a focus on continuous improvement and best practice. The Schools Operations team provides academic support services and general administrative support to the University's Schools.

Reporting structure

Reports to: Team Leader (Teaching Operations)

Your role

As the appointee you will, under general direction, provide a high level of administrative support to the teaching programs of the schools(s), and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation. You will work collaboratively across all teams to ensure high quality service provision and responding to changing demand.

Your key responsibilities

Plan, coordinate and provide a range of administrative functions associated with supporting the University's teaching programs & units, which may include but is not limited to:

- Student Assessment and Exams
- Timetabling & Class Allocations
- Other unit support activities such as LMS administration & teaching materials, or support for particular programs in units or courses such as honours/final year projects etc.
- Minor updates to University websites and Intranet pages
- Arranging meeting and local events
- Prepare agenda and minutes for committees and take follow up action
- General Office support, including record-keeping

Work collaboratively with other teams across Schools Operations, providing administrative support across a range of areas, including support for school operations as required

Respond appropriately to complex and detailed enquiries using judgement and initiative

Liaise with other areas applying a sound knowledge of the office activities

Provide in depth advice and information on policies and procedures

Suggest and implement improvements including workflow and practices

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications

Substantial relevant administrative experience at an appropriate level

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to prioritise and meet deadlines

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

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

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

There are no special requirements

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/