

# Position Description



Position title:	Senior Learning Skills Advisor
School/Directorate/VCO:	Student Experience and Administration Services
Campus:	All Campuses. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Leigh Albon, Manager, Learning and Academic Skills Success Telephone: (03) 5327 9166 Email: l.albon@federation.edu.au
Recruitment number:	851846

## Position summary

The Senior Learning Skills Advisor is responsible for coordinating and delivering the provision of learning support services to students and staff, related to individual and collective learning needs of students. The position is responsible for developing, delivering, and maintaining appropriate programs to support student learning skills development and provide expertise to influence the policies, and procedures relevant to the Learning and Academic Skills Success (LASS) team, Student Engagement and Administrative Services (SEAS), Institutes, and the University.

## Portfolio

The LASS team supports the projects and priorities set by the broader SEAS directorate. LASS and SEAS core activities support students with programs and services that are implemented to positively impact student retention and success.

SEAS provides expertise and best practice student supports across the University. SEAS teams and staff work alongside Institutes and Professional teams to ensure students have access to the supports they may need to succeed in their studies.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. Provide individual and group academic learning support to eligible students to support their transition to independent tertiary learning.
2. Coordinate collaboratively with other Learning Skills Advisors to ensure the effective operation of the services provided by LASS and the broader SEAS roles and responsibilities.
3. Contribute to the development of students' academic literacy through the delivery of educational programs and resources that address their identified learning support needs, including the development and reviewing of print and online resources.
4. Work collaboratively with stakeholders to assist with curriculum development, including assessment descriptions and marking criteria, to ensure assessment tasks are appropriately designed to ensure student understanding and consistent assessment methods are used across institutes.
5. Contribute to the coordination and ongoing development, promotion, evaluation, and reporting of LASS programs and services (LSA supports, FedReady, PASS, ASK Desk, Studiosity), including the recruitment of casual staff as Student Leaders.
6. Provide strategic advice and recommendations to staff and management within the University on matters relating to learning and teaching through university committees and working groups, and as identified through qualitative and quantitative data related to staff and students.
7. Contribute to Centre for Academic Development (CAD) Support Team projects/initiatives that closely align with Institute and University priorities.
8. Contribute to the planning and delivery of orientation and transition activities in conjunction with other SEAS teams and portfolios (as appropriate).
9. Maintain best practice in learning and academic skills support and align performance through professional development and stay informed of new and emerging practices.
10. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Senior Learning Skills Advisor works under the broad direction of the LASS Manager. The LASS Team sits within the Student Experience and Administrative (SEAS) Directorate which is overseen by the Chief Learner Experience Officer (CXO).

The Senior Learning Skills Advisor is responsible for ensuring the effective delivery of LSA led activities and plays a critical role in LASS and SEAS programs, services, and initiatives. LASS services include one-on-one student appointments, curriculum development, development of student skills materials (including online and printed resources), FedReady, and student-run services. These services include the coordination of Peer Assisted Study Sessions (PASS) and the provision of support to the ASK Desk.

The Senior Learning Skills Advisor provides general direction to LASS casual staff, including Student Leaders and other Learning Skills Advisors supporting LASS programs and services.

### Position and Organisational relationships

The position of Senior Learning Skills Advisor is located in Student Experience and Administrative Services Directorate. The Senior Learning Skills Advisor works collaboratively with other support services within the University to ensure optimal provision of academic support services. The Senior Learning Skills Advisor also has lateral working relationships with contacts in all Institutes, Centre for Academic Development, and the University Library.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### Training and qualifications

1. Completion of:
  - a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
  - Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

#### Experience, knowledge and attributes

1. A degree of at least four years' subsequent relevant experience; or extensive experience and management expertise in a relevant field; or a combination of relevant experience and/or education/training.
2. Demonstrated knowledge of learning and teaching processes, particularly in the field of academic learning skills advising.
3. Demonstrated ability to assess and respond appropriately to the academic learning needs of students, including referrals to other professional services as required.
4. Demonstrated ability to deliver professional and quality learning skills service that enhances the student learning experience.
5. Demonstrated ability to professionally supervise and manage staff when required.
6. Demonstrated ability to facilitate the development of organisational practices including educational programs and workshops supporting staff and students.
7. Demonstrated level of written and verbal communication skills, and the ability to develop and deliver public presentations.
8. Demonstrated alignment with the University's commitment to child safety.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*