

POSITION DESCRIPTION



Student and Scholarly Services
Chief Operating Officer Portfolio

Admissions & Selection Coordinator (Arts)

POSITION NUMBER	0052803
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 7 - \$96,002 - \$103,921 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 12 months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kirsty Major Email kmajor@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

ABOUT THE ROLE

Position Purpose:

The Future Students team within the Arts/Fine Arts and Music Divisional Group is responsible for coordinating onshore and offshore recruitment strategies, managing enquiries from prospective students, providing outstanding service to prospective coursework and research students and managing the processing and assessment of graduate coursework applications.

The Admissions & Selection Coordinator (Arts) will play a key role in student admissions and selection activities in order to ensure quality applicants are converted into enrolments to meet Divisional student load targets. The Admissions & Selection Coordinator (Arts) will work closely with the Admissions & Selection Manager and Future Students Hub teams on the delivering on an integrated recruitment and admissions plan for the Divisions in the Divisional Group and undertake ongoing review and monitoring against the plan. The role will liaise closely with teams in the Future Students Hub, as well as key

academic staff with the Division to enable an effective and integrous applicant selection process that ensures fair and open selection decisions are made within the required timelines.

The Admissions & Selection Coordinator (Arts) will support the Admissions & Selection Manager in providing practice leadership of the admissions process for graduate coursework programs offered. The Coordinator will be responsible for dealing with complex admissions and selection issues and resolving or escalating as appropriate. The Admissions & Selection Coordinator (Arts) will supervise admissions and selection staff within the divisional group, ensuring effective delivery of team services and driving a culture of service excellence, collaboration and continuous improvement.

Reporting line: Admissions & Selection Manager

No. of direct reports: 2

No. of indirect reports: 0

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Moderate

- OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.
- Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

Selection and Enquiries

- Collaborate closely with the Admissions & Selection Manager and Future Students Hub teams on delivering on an integrated recruitment and admissions plan for each Division and undertake ongoing review and monitoring against plan.
- Liaise closely with academic staff and support an effective and integrous applicant selection process that ensures fair and open selection decisions are made within the required timelines.
- Provide policy and procedural advice on selection matters to Division leadership and Divisional Group staff as required.

- Deliver application selection processes within the Divisional Group efficiently to maximise the conversion of high-quality applicants to admitted students and ensure applications from priority cohorts are identified early.
- Coordinate selection processes for courses that require deep discipline knowledge and provide expert advice and support to course selection committees, including through data compilation, meeting or circulation support and preparation of related reports.
- Coordinate applications for courses and bursaries in line with University and Divisional priorities, including Graduate Access Melbourne. Provide responses to requests for more information relating to selection reviews and appeals.
- Support the Admissions & Selection Manager in dealing with complex admissions and selection issues and resolve or escalate as appropriate.
- Coordinate the assessment and granting of advanced standing into graduate programs where no precedents exist. Provide advice to applicants, students and staff on course-based implications of credit and advice to academic staff on accreditation implications. Work with course co-ordinators and the Hub to ensure that where precedents are established they are captured.
- As required in the Divisional Group, coordinate scholarship selection processes for scholarships that require deep discipline knowledge and no standard metrics exist.
- Contribute to the collaboration with recruitment and admissions staff across the University in the development of policy, systems, processes and best practice that meets Division(s) requirements and supports continuous improvement and innovation.

People Management

- Effectively motivate, coach and coordinate staff to achieve goals.
- Provide practice leadership to ensure a culture of service excellence, collaboration and continuous improvement..
- Participate in and contribute to coverage of peak period activities across the Divisional Group to enable operational obligations and agreed service levels to be met.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Tertiary qualifications in a relevant discipline and or equivalent mix of education and or equivalent mix of education/training and experience;

Knowledge and skills (Essential):

1. Demonstrated leadership and experience in aligning organisational strategies and balancing resourcing demands, preferably within a complex environment
2. Previous experience with admissions within a tertiary education context;
3. Demonstrated commitment and experience in providing a high level of service delivery to students and Divisions alike
4. Demonstrated ability to contribute towards problem solving, and the ability to think flexibly and continuous improvement with an agile mindset
5. High level written and verbal communication skills including the ability to effectively communicate with a wide range of stakeholders;
6. High-level interpersonal and collaborative skills with the ability to develop and maintain productive working relationships and influence optimal outcomes for the University, Faculties and students;
7. Demonstrated ability to lead high performing teams, encourage a collaborative and effective work environment;
8. Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.

Knowledge and skills (Desirable):

1. A thorough knowledge of the University of Melbourne's policies and procedures relating to student selection particularly in reference to the Melbourne Model and Advancing Melbourne.
2. Knowledge of University IT Systems relating to student recruitment & selection