

Position Description

Senior Administration Officer, Course Management

Position No:	NEW
Organisational Unit:	Deputy Vice-Chancellor (Education)
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer (HEO6)
Employment Type:	Fixed Term, Full Time
Position Supervisor:	Senior Coordinator, Course Management Reform
Number:	50145722
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

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Position Context

La Trobe University has recently introduced a new strategic educational transformation program – Clever Learning. The program integrates and builds on projects and work already underway to meet our strategic objectives of *Outstanding Student Experience*, *Student Graduate Employability*, *One University*, *Many Communities*, *Operational Excellence* and *Revenue Growth*.

This position reports to the Senior Coordinator, Course Management Reform and will be primarily responsible for the provision of course management support within the workstreams that sit under our major educational transformation program – Clever Learning. These workstreams include Course Management Reform and Course Architecture. The position will support the day to day management of course and subject data, during a period of transition and implementation of all associated workstreams.

Duties include:

- Provide high-level planning and support to the transition management of course and subject data management;
- Apply appropriate knowledge, expertise and judgement in course management data concepts to monitor, analyse, assess and correct course and subject data inconsistencies;
- Review and provide high-level support in actioning course and subject changes required as part of the university wide implementation of Clever Learning. This will include identifying transition mapping requirements for individual course changes;
- Develop and maintain tracking spreadsheets to support the workstreams within Clever Learning;
- Apply highly developed excel skills to create, maintain, analyse and report on course and subject data as required;
- Undertake other duties relevant to the workstreams within Clever Learning, as directed by the Senior Coordinator, Course Management Reform.

Key Selection Criteria:

- A degree with subsequent relevant work experience in course and subject data management; or an equivalent combination of relevant knowledge, training and/or experience.
- Demonstrated experience and expertise in the management of course and subject data and governance concepts and practices.
- Highly developed interpersonal and communication skills in both verbal and written formats and a proven ability to engage effectively with academic and administrative staff.
- Proven initiative and problem-solving skills and ability to work independently to quickly extract the priority issues and take action without specific direction where appropriate.
- Excellent organisational and time management skills with proven ability to manage multiple tasks and re-adjust workload priorities to meet conflicting deadlines.
- Demonstrated high level proficiency and experience in computer software including: Microsoft excel, word, powerpoint, outlook, databases and a demonstrated ability to adapt to new IT environments.

Essential Compliance Requirements:

To hold this La Trobe University position the occupant must:

- Hold, or be willing to undertake and pass, a Victoria Working With Children Check; and
- Take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities:

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside – the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: