

Position Title	School Review Officer
Classification	Level 6
School/Division	DVC Education
Centre/Section	Office of the Pro Vice-Chancellor (Academic Excellence)
Supervisor Title	Senior Course Review Officer
Supervisor Position Number	FSR 319571

Your work area

Organisational reviews are an essential part of the University's planning and quality assurance framework and provide valuable input into strategic planning activities, continuous improvement and accountability across the institution. Under the Higher Education Standards Framework, the University is required to undertake a cyclical review of its courses and academic units. The University is committed to a program of reviews of schools, other academic units and activities as an integral part of its strategic planning and quality assurance process.

The Office of the Pro Vice-Chancellor (Academic Excellence) is a diverse office within the Education portfolio that contributes significantly to oversight and future directions of the University's coursework degrees. The Office has overall responsibility for monitoring, reporting and facilitating academic quality and standards.

Reporting structure

Reports to: Senior Course Review Officer

Your role

As the appointee you will, under general direction, plan and deliver School Reviews in accordance with the University's academic policies. You will coordinate, facilitate and monitor the timely and professional delivery of these reviews, as well as provide Executive Officer and logistical support to key stakeholders. This also includes the collation and drafting of Review Reports.

Your key responsibilities

Facilitate and provide operational support for the planning, information preparation, review visit, reporting, implementation/follow up phases of the review approach in collaboration with the Review Chair, Executive Sponsor and Senior Course Review Officer

Collate submissions, prepare review draft reports and facilitate the preparation of data collation, assessment packs and templates as required by the Review Policy and procedures

Provide meeting support activities such as agenda and minute preparation, document dissemination and action item follow-up

Undertake logistical tasks associated with reviews such as meeting scheduling, accommodation, transport, catering and other key administrative tasks

Apply an extensive and in-depth knowledge to provide advice on reviews

Liaise with Senior University Staff contributing to reviews

Contribute to the provision of reports and briefing notes for relevant governance committees, Executive and other relevant parties

Ensure key review documentation, as required by the Review Policy and procedures, are filed in accordance with the University's record keeping requirements

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency

Substantial relevant experience at an appropriate level including as a committee Executive Officer

Experience in communicating, liaising, influencing, and working with diverse groups and at various organisational levels

Experience with analysing and extracting data from PowerBI or other similar data analysis tools

Excellent written and verbal communication skills, including liaison, report writing and submission preparation

Highly developed planning and organisational skills with a demonstrated ability to meet deadlines

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

Ability to exercise judgement, maintain confidentiality and manage sensitive information about areas of an organisation

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

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/