

Position Title	Senior Adviser (Academic Quality)
Classification	Level 7
School/Unit	Education
Centre/Section	Office of the Pro Vice-Chancellor (Academic)
Supervisor Title	Manager, Quality Assurance & Compliance
Supervisor Position Number	315347
Position Number	320026, 320027

Your work area

The Office of the Pro Vice-Chancellor (Academic) 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.

The Academic Quality Assurance and Standards (AQAS) team is part of the Office of the Pro Vice-Chancellor (Academic). AQAS provides professional advise and expert support services to facilitate quality and compliance management activities against the TEQSA regulatory and legislative requirements. These are the:

- Tertiary Education Quality Standard Agency Act (2011);
- Education Services for Overseas Student Act (2000);
- Education Services for Overseas Students Regulations 2019;
- Education Services for Overseas Students (Registration Charges) Act 1997
- Education Services for Overseas Students (TPS Levies) Act 2012;
- Higher Education Standards Framework (Threshold Standards) 2021;
- National Code of Practice for Providers of Education and Training to Overseas Students 2018;
- ELICOS Standards 2018; and
- National Standards for Foundation Programs.

AQAS administers UWA's Quality and Compliance Management Framework and provides assurance to the University that quality standards and regulatory obligations are achieved. Key services include: (a) quality & compliance assurance, (b) advising on regulatory matters, (c) regulatory training and awareness, and (d) governance support & reporting.

Reporting structure

Reports to: Manager, Academic Quality Assurance

Your role

As the appointee you will, under broad direction, provide strategic advice on academic standards and quality; quality assurance and regulatory compliance matters. You will contribute to The University's quality assurance and compliance framework and conduct quality assurance

/ enhancement projects and compliance reviews including providing ad hoc advice and training and awareness sessions.

Your key responsibilities

Contribute to the institutional research through identification, collection, and analysis of background information and data relevant to quality assurance processes, including the drafting of reports and discussion papers to improve the University's quality assurance framework and processes related to educational compliance obligations of the University

Support and facilitate the design and implement tools to support implementation and review of business processes for best practice and continuous improvement, including maintenance of a quality assurance framework; templates and forms; Best Practice guides. This includes maintaining a centralised compliance and assurance matrix and register

Provide high level advice on the implications of the higher education regulatory framework for developments with the University

Provide advice, reports, agenda papers and briefing notes for relevant governance committees, Executive and other relevant parties as needed or as directed

Provide advice to relevant senior staff, working parties or committees across the University on matters of academic quality and standards

Deliver training programs and awareness sessions to the University on the objectives, scope, impact and application of the higher education legislative and regulatory legislation and associated standards

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated existing / current equivalent competency in compliance / quality management.

Knowledge and / or experience of higher education legislation and regulatory standards including their application and interpretation in complex environments

Excellent high level consultation skills and liaison, effective internal and external stakeholder engagement, influencing and working with diverse groups and at various organisational levels and across a wide range of functional areas

Substantial experience in supporting the institutional research and quality assurance reviews and/or enhancement projects with minimal supervision with the ability to meet competing deadlines

Substantial experience in communicating complex regulatory requirements and their application to diverse stakeholders

Ability to exercise judgement, maintain confidentiality and manage sensitive compliance matters

Ability to work independently and collaboratively as needed with key stakeholders and, show initiative under broad direction and with minimal supervision

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

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/