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| **Position Description** |

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| **Academic Quality and Standards Advisor** | |
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| **Position No:** | 50035033 |
| **Department:** | College Education Team |
| **College:** | ASSC |
| **Campus/Location:** | Bundoora |
| **Classification:** | Higher Education Coordinator (HEO7) |
| **Employment Type:** | Continuing, Full-Time |
| **Position Supervisor:**  **Number:** | Senior Coordinator, Academic Quality & Standards  50100339 |
| **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 Description** |

**Academic Quality and Standards Advisor**

**Position Context**

This position reports to the Senior Coordinator, Academic Quality & Standards.

The College of Arts, Social Sciences and Commerce is comprised of 4 Schools and 12 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College has an outstanding reputation for research excellence, for research translation and for building strong relationships with industry partners. The Academic Quality & Standards team plays a key role at College level in ensuring that University strategic directions and internal and external quality and standards requirements are met.

The Academic Quality and Standards Advisor assists the Senior Coordinator, Academic Quality & Standards in the quality assurance of the College’s subjects and courses. This includes assisting in the preparation of documentation for College and University approval processes for all aspects of the course and subject lifecycles – new course/subject proposals, revisions, suspensions and closures. This will entail providing advice on policy and processes as well as ensuring that appropriate documentation and process is followed, confidentiality is observed, and records are well kept.

The Academic Quality and Standards Advisor may also have responsibility for a range of other projects, relating to quality assurance and accuracy of course information. This may include updating Handbook and agreed sections of Find A Course and also reviewing international and domestic course guides.

The role also bears primary responsibility for the management of subject information for the College within the Course Information Management System (CIMS). The incumbent will also provide executive support to relevant College governance committees.

**Duties at this level may include:**

* Assist in the preparation of documentation in support of the quality assurance processes of courses and subjects, guided by standards, policy, process, compliance requirements, precedents, professional standards and managerial or specialist expertise.
* Develops or redefines procedures relating to the quality assurance of governed academic items.
* Provide advice and support to staff in the form of investigating, interpreting or evaluating information relating to the compliance and quality assurance of course and subject management.
* Advise on the analysis and interpretation of data, identify trends, source additional related information where appropriate, and reports on progress, to support the resolution of issues/problems.
* Ensures appropriate records are managed, monitored and maintained.
* Applies appropriate expertise and uses judgement to make decisions where solutions are not obvious, to deliver professional services to meet customer requirements.
* Generates original ideas and innovative solutions through the provision of specialist know how and advice as appropriate.
* Ensures professional and quality service standards are maintained and applied within own area of activity.
* Provide secretariat support to College Coursework Committee.
* Sets priorities and monitors workflows and systems within an area of responsibility (ie, for own position and for a team or section if applicable).
* Improves professional capability and expertise through appropriate development and/or professional activities.
* Provide influential input to policy, procedure or systems development on the basis of expertise in the operational aspects of current systems and their impact.
* Undertake other duties as required by the Senior Coordinator, Academic Quality & Standards.

**Key Selection Criteria may include:**

* Degree with subsequent relevant experience in quality assurance, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Demonstrated understanding of course and subject management concepts and practices.
* Demonstrated ability to gain a conceptual understanding of standards, policies, procedures or systems and interpretation in the application of these.
* Ability to innovate and take responsibility for improvements in quality assurance processes.
* Demonstrated ability to set priorities and monitor workflows.
* Proven analytical and problem solving capability.
* Proven communication skills and demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

**Other relevant information:**

* The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian 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.

**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: