

POSITION DESCRIPTION

Student and Scholarly Services
Chief Operating Officer Portfolio

Team Leader, Curriculum Data & Reporting

POSITION NUMBER	0045490
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - \$108,009 - \$116,906 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed Term (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	Medaline Lee Tel +61 3 8344 9556 Email medalinel@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 Advancing Melbourne strategy that addresses 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 and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The Team Leader, Curriculum Data & Reporting has leadership and coordination responsibilities for the key enabling Student Administration activities which support the Student Enrolment Lifecycle and government reporting obligations at the University of Melbourne. As such, the role will lead the operational delivery of the Course and Subject curriculum configuration and publication activities which support the student lifecycle from Admissions to Graduations and will oversee an area which can provide trusted and expert advice to Academic Divisions to enable the effective configuration and publication of their academic programs.

This role will take a leading position in responding to the changing nature of the University's curriculum design and delivery to ensure that the Curriculum Data & Reporting function in SASS is adapted and adaptable to providing the best curriculum support to the University and the Academic Divisions. It will also have coordination and oversight responsibilities for curriculum and student reporting to the government. The priorities of evidence-based decision making, integration of digital tools and a student/staff-centred and embedded focus, will be key.

Excellent stakeholder, team leadership, coordination and supervisory skills, high level communication and planning abilities, advanced data literacy and analytics, project management and an orientation for service

excellence and customer experience is required to be successful in this role. This role is the senior SME in end-to-end Curriculum Data and Reporting at the University.

Reporting line: Manager, Student Data, Analytics & Reporting

No. of direct reports: 4

No. of indirect reports: 1 to 5

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: *

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.

This is a full-time, Fixed Term (12 month) role.

Core Accountabilities:

- Lead the operational day-to-day and annual cycle of curriculum data activities including configuration of the Academic Calendar, courses and subject data in Student Management System (StudentOne) and Curriculum Approval and Publication System (CAPS) as well as the publication of the University Handbook.
- Implement annual planning for government reporting requirements to submit the curriculum and student data on behalf of the University.
- Identify and design the implementation of enhancements to curriculum configuration and publication processes to improve student enrolment lifecycle.
- Under the direction of the Manager lead and support the development, innovation and continuous improvement of University curriculum configuration practices, processes and systems optimising the use of digital technologies designed to enhance the quality and efficiency of services provided to students and staff.

- Lead the development and implementation of a training program which supports key staff in Academic Divisions undertaking curriculum support, including configuration and publication, activities.
- Lead a practice leaders group of Curriculum Support staff from across Academic Divisions and Student Administration and contribute to working groups to review and improve curriculum support enablers.
- Provide expert advice to the changing and flexible curriculum needs of the University (e.g. increased dual-delivery, integrated workplace learning etc) and lead changes to Curriculum Data & Reporting.
- Ensure that programs and services are communicated effectively through the development and implementation of coherent communication strategies including websites, training programs and resource materials and that feedback is utilised in the development and review of programs and services.
- Effectively supervise staff to achieve goals and work as a successful team and cross-functionally across other teams. Provide clear performance expectations, regular feedback and document performance outcomes, under the direction and support of the Manager.
- Develop and manage effective strategic and collaborative working partnerships with key stakeholders, including Chancellery, Academic Governance team, Student Administration and Academic Divisions.
- Participate in and contribute to coverage of peak period activities across Student Administration and the broader SASS portfolio as required to enable operational obligations and agreed service levels to be met.

Selection Criteria:

Education/Qualifications

1. The appointee will have: undergraduate qualifications in a relevant discipline and/or an equivalent combination of relevant experience and education/training.

Knowledge and skills

2. Expert knowledge of curriculum data and government reporting activities and how they enable the student enrolment lifecycle and contribute to the effective delivery of the University's courses and subjects.
3. Proven experience with supervising staff and successfully achieving consistent outcomes, particularly in a time of changing business needs
4. Demonstrated experience in process improvement activities and leading cross-functional working groups to implement change
5. Demonstrated experience leading and coordinating project teams, to successfully deliver outcomes which are seamlessly implemented into the business
6. High level and successful stakeholder engagement and communication skills

7. Demonstrated ability to work within and across teams to achieve University-wide outcomes
8. Strong data literacy, analytical skills and demonstrated experience of sound decision making processes using evidence for action
9. Highly skilled in innovation and continuous improvement and change management as well as experience leveraging digital technologies as tools to support the business
10. Experience in change management and business process transformation

Other job related information:

Employment in this position is conditional upon reception and maintenance of a Working With Children Check