

Position Title	Coordinator (Operations, Nursing & Midwifery)
Classification	Level 7
School/Unit	College Services
Centre/Section	Schools Operations
Supervisor Title	Senior Manager (College Services)
Supervisor Position Number	320104
Position Number	

Your work area

College Services provides academic administration and technical support services to the University's schools, including Heads of School, academic staff and research students. The team is committed to providing effective and efficient services in support of the Schools' and University's strategic objectives, with a focus on continuous improvement and best practice. The Schools Operations team provides academic support services and general administrative support to the University's Schools.

Reporting structure

Reports to: Senior Manager (College Services)

Direct reports: TBC as program is developed and implemented

Your role

As the appointee you will, under broad direction, provide operational support to the implementation of the Bachelor of Nursing and Bachelor of Nursing and Bachelor of Midwifery (dual degree) at UWA, coordinating the provision of services from other professional areas and providing complex troubleshooting and advice to relevant members of the school community in support of the Nursing and Midwifery initiative's goals and objectives. You will also be responsible for onboarding processes and provide general administrative support of the Nursing and Midwifery initiative.

Your key responsibilities

Coordinate the operations of the Nursing and Midwifery initiative, coordinating services provided by other functional areas to meet the goals and objectives.

Coordinate the delivery of administrative support services to the Nursing and Midwifery initiative, including, assessments, and accreditation requirements.

Provide support to the Course Lead and School Executive to plan, implement, and coordinate strategic and operational activities and initiatives for the Nursing and Midwifery initiative.

Formulate medium term priorities, monitor workflows and systems, and engage in continuous improvement initiatives relating to the Nursing and Midwifery initiative.

Undertake planning involving resource use or develop proposals for resource allocation (e.g. workload allocation, business case development)

Contribute expertise and manage the process for the development and implementation of University-wide frameworks for the delivery of assessments and evaluations for the Nursing and Midwifery initiative.

Supervise a small team of staff, providing training and development opportunities in collaboration with the broader College Services team

Respond to complex and diverse enquiries, providing troubleshooting and advice to a wide range of issues and opportunities which arise within the School(s)

Consult and work with clients to provide innovative solutions to problems

Provide authoritative advice and information on policies and procedures

Support the management of relationships with key external and internal stakeholders groups, including an Expert Advisory Group on behalf of the Head of Schools'

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant senior administrative experience at an appropriate level

Highly developed written and verbal communication skills, and ability to negotiate with key stakeholders

Highly developed organisational skills and ability to set priorities and to meet deadlines

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

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

Demonstrated ability to provide academic support in a higher education setting

Demonstrated analytical and problem-solving skills

Ability to supervise a small team and provide training and development

Commitment to providing a high level of quality customer service

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/