|  |  |
| --- | --- |
| ANU_LOGO_mono black_FA.jpg | Position Description |

|  |  |
| --- | --- |
| **College/Division:** | College of Business and Economics |
| **Faculty/School/Centre:**  |  |
| **Department/Unit:**  | CBE Education Portfolio |
| **Position Title:**  | Manager, Academic Standards and Quality  |
| **Classification:** | Senior Manager 1 |
| **Position No:** | new |
| **Responsible to:** | Senior Manager, Education Portfolio  |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** | D7 |

|  |
| --- |
| **PURPOSE STATEMENT:**The CBE Manager, Academic Standards and Quality contributes to the University’s strategic objective to provide an excellent educational experience for its students through delivery of administrative functions which support the student and academic lifecycle, and has oversight of the student related rules, regulations and policies. The Manager provides operational leadership for the delivery of efficient and effective services to the College in the critical areas of curriculum lifecycle management, regulatory compliance and reporting, international student compliance, educational governance and policy management.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** Under the broad direction of the CBE Senior Manager Education Portfolio, the Manager, ASQO will ensure outstanding provision of service related to academic standards and quality to the college. The position will provide strategic support to ensure the delivery of the following academic administration related services: translation of admissions material, quality assure course outlines to determine accuracy and currency, translate and spot check marketing material including websites, translation of policies and procedures, manage compliance aspects of partnership creation and renewal, statutory liaison and reporting; international student compliance and provide general strategic advice to the Associate Dean (Education)**Role Statement:**Under the broad direction of the Senior Manager Education Portfolio, the Manager, ASQO will:1. Provide strategic advice, guidance and implementation support where appropriate, to ensure compliance of academic standards and quality matters with University legislation, policies, and procedures. In addition to ensure the meeting of State, Federal, and International student related legislation, including compliance with ESOS, HESA, AQF, TEQSA, and CRICOS, as appropriate.
2. Lead the effective delivery, review and improvement of administration as it relates to academic standards and quality policies, legislative compliance and reporting, as well as managing the integrity of data.
3. Ensure the provision of high quality advice regarding academic administration.
4. Provide high level secretarial support to relevant committees and actively represent the College in formal committees, meetings, working parties, conferences and other forums, including web representation.
5. Translate provided admissions material, attend and quality assure International student interviews
6. Translate and maintain the integrity of procedures and data to ensure compliance with University Rules, regulations and requirements. In particular provide oversight of the University’s adherence to Rules, policies, appeals procedures, the Higher Education Support Act, the Education Services for Overseas Student Act and National Code, the Australian Qualifications Framework and the Higher Education Standards Framework
7. Provide high quality advice, both oral and written, in Mandarin and English to students, academic and professional staff, and international partners in regard to University legislation, academic governance, policy, systems and business process and advise on institution, higher education sector and government initiatives affecting the status of the University, regulatory compliance, and statutory reporting
8. Other duties as required, consistent with the classification level of the position and in line with the principle of multi-skilling.
9. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
10. Must be willing to travel
 |

|  |
| --- |
| **SELECTION CRITERIA:**1. NATTI accredited interpreter and translator in Mandarin or willing to obtain accreditation
2. Extensive relevant experience providing administrative leadership in the higher education sector, with focus on academic policy, legal compliance and reporting. Postgraduate qualifications or a combination of qualifications and relevant professional training will be highly regarded.
3. Ability to develop and maintain domestic and international relationships.
4. Highly organised organisational and prioritisation skills with demonstrated extensive experience in the management of multiple administrative functions, including experience in interpreting and translating providing advice on complex legislation and regulations to a diverse range of stakeholders.
5. Highly developed analytical skills, with demonstrated capacity to conceptualise, develop, implement and review corporate policies, regulations or macro processes to deliver business improvement solutions.
6. Excellent interpersonal and communication skills, both oral and written, in English and Mandarin with demonstrated ability to liaise effectively with a diverse range of stakeholders and to negotiate and persuade on complex matters.
7. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.
 |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

|  |
| --- |
| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

|  |  |
| --- | --- |
|  | Pre-Employment Work Environment Report |

# Position Details

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Div/Centre** | College of Business & Economics | **Dept/School/Section** | Education Portilo |
| **Position Title** | Manager, ASQO | **Classification** | Senior Manager 1 |
| **Position No.** | new | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

|  |
| --- |
| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
 |
| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [x]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |