

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND POSITION STATEMENT

SCHOOL/DIRECTORATE: School of Health
POSITION TITLE: **Academic Coordinator (Part time)**
POSITION NUMBER: New position
REPORTS TO: Head of School
CLASSIFICATION LEVEL: HEO 6
DATE CLASSIFIED: 18 August, 2009

DIMENSIONS OF POSITION:

This senior administrative role provides support and coordination for the Quality Assurance (QA) process for Learning and Teaching within the School of Health. This includes the provision of policy and procedural advice to the Head of School, Chairs of Committees, academic staff and students in relation to the School's academic administration. The role maintains close liaison with the Faculty's Academic Director, School Office Manager as well as staff from academic-related units, other Schools and Faculties and the University's Central Administration (to ensure compliance with protocol and deadlines, and consistency and seamlessness of processes).

POSITION OBJECTIVES:

Manage and oversee the administration of academic-related matters, providing advice and support to academic staff and students, the Head of School and Chairs of academic-related Committees within the School in relation to academic policy, precedents and professional standards. With a focus upon academic issues, provide specialist support to a range of School Committees, including the School's Research Committee.

DUTIES:

The following duties will be carried out under general direction from the Head of School:

1. Provide policy and planning advice to the Head of School and Chairs of School committees, and participation as a member of appropriate committees in relation to academic administration and the effective implementation of UNE and Faculty policies and procedures.
2. Consult with Faculty Academic Director, coordinating and developing the School's rules/policies for current/new academic programs. This includes drafting of proposals, documents and rules in accordance with UNE and Faculty requirements.
3. Provide advice and assistance to staff, students, committees and working parties relating to academic administration, including:
 - Course rules
 - Unit and course amendments
 - Admission to degrees
 - Advanced standing
 - Quality Assurance
 - Timetabling
 - Student progression
 - Prizes and Scholarships
 - Plagiarism/misconduct

4. Prepare, implement and maintain the School's academic administrative calendar, ensuring via clear communication that all deadlines relating to academic matters are met. This will involve drawing information from other areas of UNE in order to establish priorities.
5. Coordinate the annual process of course and unit amendments which includes:
 - a) Liaising with academic staff across the Faculty/Schools,
 - b) Coordinating the process of data entry and sign-off of paperwork and forms from academic staff,
 - c) Ensuring policy/procedural and quality assurance compliance throughout the course/unit amendments processes.
 - d) Entry of relevant information into CAUR database.
6. Provision of information to staff, ensuring consistency of format within unit teaching materials and accurate/up-to-date application of template material.
7. Receive, collate and ensure ongoing accuracy of booklists to accompany unit materials, placing orders with appropriate bookstores to ensure availability for students and entry into CAUR database.
8. Develop, manage and monitor procedures for the collection and reporting of quality assurance data across all areas of compliance within the School, where reporting considers:
 - a) Regular data reporting and the planning for regular QA reviews.
 - b) Teaching, which may include working with academic staff regarding:
 - Teaching material accuracy and clarification in align with UNE policies
 - Accuracy and clarification of assessment tasks
 - Consistency
 - Intensive schools
 - Communications with students.
9. Be responsible for effective liaison with Student Administration and Services in order to maintain University-wide consistency of rules and procedures.
10. Assist in the development of the School of Health web-site.
11. Be aware of the University's policies and procedures relating to EEO, Risk Management, Records Management (TRIM), OHS and QA as they relate to this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with relevant experience; or extensive experience and specialist expertise within an academic or higher education environment; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated understanding of the role of higher education administration.
3. Demonstrated ability to work with a high level of autonomy or collaboration in the provision of advice, recommendations, submissions and discussion papers.
4. Demonstrated experience in the application and interpretation of complex policy and procedures, and of providing recommendations or advice accordingly.
5. Demonstrated ability to problem-solve and think strategically, applying policies, procedures and experience to a range of both regular and irregular circumstances.
6. Ability to redefine procedures to meet changing needs of the workplace.

7. Demonstrated excellent organisational skills with the ability to maintain accuracy and attention to detail.
8. Demonstrated understanding of the impact of change within the workplace, and of the impact of changes to procedures or work practice, upon other/interrelated work areas.
9. Demonstrated experience in the research, analysis, interpretation of proposals and legislative requirements.
10. Excellent written, oral and interpersonal skills, including the ability to relate well to a wide cross-section of people.
11. Excellent computer skills using a range of relevant software, that may include wordprocessing, spreadsheet, database and web development software, and the willingness to learn new skills,
12. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.