POSITION DESCRIPTION

Position: Associate Dean (Academic Administration)
Department: Pathways School
Reporting to: Denise Bush, Dean, Pathways School
Directly Supervising: Academic Administration Staff including Timetable and Examinations Manager, Manager Academic Administration, Academic Administration Co-ordinator
Salary Range: Band Level 6 - $110,850- $150,000 plus 10% superannuation and 17.5% leave loading
Contact: Alison Menzies, Director of Human Resources
Date: May 2015

POSITION SUMMARY

The purpose of this position is to provide leadership and administrative management to the Trinity College Foundation Studies (TCFS) program and to form part of the Dean’s executive group for the Pathways School.

SELECTION CRITERIA

Essential:
1. A relevant graduate qualification.
2. Extensive academic and administration experience within Pathways or the higher education sector.
3. Extensive experience dealing with international students and other key stakeholders such as parents and agents.
4. Experience with developing and monitoring budgets in an educational setting.
5. High level interpersonal and communication skills (written and oral) within a culturally diverse and complex education community.
6. Commitment to academic excellence and a strong knowledge of Australian best practice educational quality assurance requirements.
7. Experience in developing and improving systems and processes.
8. Leadership experience in an educational setting.
9. Strong organisational skills with demonstrated ability to prioritise competing tasks, meet deadlines and work under pressure.
10. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

Further Information:
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must hold, or be in the process of securing, a Working with Children approval.

KEY RESPONSIBILITIES

The main responsibilities of this position are to:

Academic Administration
- Ensure the smooth and efficient administration of the TCFS program (and other programs as requested).
- Contribute to and implement the TCFS strategic plan and requests by the Dean.
- Lead and manage all Academic Administration (directly and through the Manager, Academic Administration and the Academic Administration Co-ordinator) including academic calendars, academic results and reports, student evaluation surveys and the University application process.
- Manage the timetable and examinations (through the Timetable and Examinations Manager).
- Ensure efficient administrative processes and compliance with legislation.
- Manage student academic, social and pastoral issues, directly with the students and with guardians, parents, agents and associated stakeholders.
- Deputise as required during leave periods for the Deputy Dean (Teaching and Learning)
- Assist with the recruitment of academic staff during busy periods.

Student and Parent matters
- Manage issues that arise from academic reports for students, parents, guardians and other stakeholders.
- Oversee the collation & distribution of academic reports to students and parents.
- Manage Students at Risk (SAR) and Academic Review Meetings (ARM) and co-ordinate follow up and early interventions, where required.
- Manage the provision of advice, counseling and assistance for student academic complaints and difficulties, university applications, career options, etc.
- Collaborate with welfare, counselling and chaplaincy staff on student issues (and with parents and agents).
- Manage academic discipline cases.
- Manage all reviews of final marks, including appeals from students.
- Manage reporting students to the Department of Immigration and Border Protection for unsatisfactory academic performance or unsatisfactory attendance.
- Manage student requests for deferral, withdrawal and transfer, in association with other TCFS staff.
- Manage student suspension and cancellation of enrolment by Trinity College.
- Provide course and subject information and support to parents on academic, administration, and disciplinary matters.
Compliance and Quality Assurance

- Manage the process of Student Evaluations, ensure that reports are provided to relevant staff and implement administrative improvements, when necessary.
- Oversee administrative compliance issues (for example for the Tertiary Education Quality Standards Agency, the National Standards for Foundation Programs and the National Code of Practice (2007)).

Budget

- Develop and oversee the budget related to academic administration.
- Approve relevant invoices.
- Liaise with the Dean and the Deputy Dean (Teaching and Learning) on the TCFS budget.

Strategic and Stakeholder

- Member of the Pathways School Executive.
- Member of the Foundation Studies Academic Committee.
- Member of relevant academic committees with University of Melbourne.
- Relevant liaison with the University of Melbourne and other key stakeholders about administrative and transition to University issues.
- Quality assurance of administration, including regular review of all policies and procedures.

EXPERTISE, JUDGEMENT AND ACCOUNTABILITY

Expertise

*Knowledge and Experience:* These positions are Managers of sections requiring well-developed skills in a specialized discipline, management or diverse occupational groups or of complex administrative activities requiring a university degree(s).

Professional positions include advanced research or specialist professional positions requiring very many years of experience in the field, and, in some cases, postgraduate degrees.

*Breadth:* Positions manage the integration of tasks within activities and/or activities within a function or functions. Such activities need to be coordinated with other activities within the function, or in other functions.

Professional/technical positions would operate across the full range of a recognized discipline or as a specialist, and may, in addition, have managerial responsibilities over a range of technical/professional roles. Breadth of expertise is often applied to a diverse set of conditions. This includes a variety of client populations, multiple and diverse topics and issues, coverage across a wide set of disciplines/practices, and the need to gain the participation of a network of stakeholders with different contributions.

*Interpersonal skills:* Positions are more actively involved in and concerned with the influencing and convincing of others in the pursuit or achievement of specific and set objectives, rather than just asking for cooperation.
Judgement

Job Environment: Positions may be required to develop/modify operational methods or specific operational (as distinct from organization-wide) policies, practices and standards, or to plan and organize scientific surveys or develop research projects. At this level, position would be constrained to a degree by subject matter, precedent or methodology.

Reasoning: Problem resolution is a frequent requirement. In most work situations, this means considering many influences and adapting practices on a regular basis.

Accountability

Impact: The position is the recognized reference point for others in relation to policy, precedent, best practice, standards or resolutions of problems. The advice is critical in dealing with significant issues or matters with broader implications. The position provides leadership in an important area of advice within the organization and may be supervising other advice positions.

Independence and Influence: Positions are required to provide expert advice or counsel even though the organization might seek alternative advice or a second opinion on sensitive issues.

Positions are expected to have a direct influence on the development of policies and delivery of programs. The position could commit the organization within the constraints of corporate objectives and professional standards, to a particular course of action or policy relating to the standard of service or implementation of the corporate policy.

Involvement: Positions are individually accountable within the organization for the advice provided and participate in the decision making process with respect to how the advice should be provided or used.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
• Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

**Supervisors** are responsible for:
• Developing and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
• Providing all staff with relevant OHS information in an appropriate, timely manner.
• Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
• Providing adequate supervision through technical guidance and support.
• Identifying and controlling hazardous conditions and where possible reduce risks or eliminate.
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
• Ensuring that all accidents and incidents are reported.

**Managers and Directors/Deans** are responsible for:
• Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through performance review.
• Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
• Ensuring that all staff, including contractors under local control, are appropriately inducted.
• Providing relevant OHS information and ensuring appropriate training.
• Ensuring all risk issues that have been identified are monitored and recorded.
• Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues.

**TRINITY COLLEGE**

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,000 talented students from across Australia and around the world. These programs include:

• The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
• Trinity College Foundation Studies (TCFS), a unique course which prepares high quality international students for undergraduate entry to the University of Melbourne and other leading Australian universities.
• Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
• Young Leaders Summer Schools for Australian and overseas secondary school students.
• Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity
education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity*