

## POSITION DESCRIPTION



<b>Position</b>	Education Program Coordinator
<b>Level/Classification</b>	HEW0707
<b>Reports to</b>	College Business Manager
<b>Indirectly reports to</b>	Dean of Education
<b>Unit</b>	College of Professional Services
<b>Directorate</b>	College of Professional Services
<b>Positions Supervised</b>	Nil

### Position Purpose

Positioned within the College of Professional Services, the Education Program Coordinator will work with the School of Education in contributing to all School Programs and provide leadership and support to the School Executive Team. This position will assist Leap students and academics in efficiently delivering the Leap Program in line with the Department of Education's requirements. Working closely with academics and the University, it plays a vital role in ensuring that a seamless and positive experience is always provided to students and staff throughout the Leap Program and School of Education activities. This role is accountable for supporting the Schools' operations functions and providing thorough and effective administrative coordination for Leap and Academic staff administrative activities support within the School. Second, the role requires liaison and direct support of the international on-shore and off-shore post-graduate candidates and relevant academic staff (including M1313, M1367 On-shore and M.Ed (Research) and special program domestic candidates (e.g., ITE-XTEND, QTPA). Third, supporting existing and innovation of new education-focussed partnerships (Department of Education, AISWA, CEOWA, ECE center and primary/secondary schools).

### About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people.

Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

### About the Work Area

#### College of Professional Services:

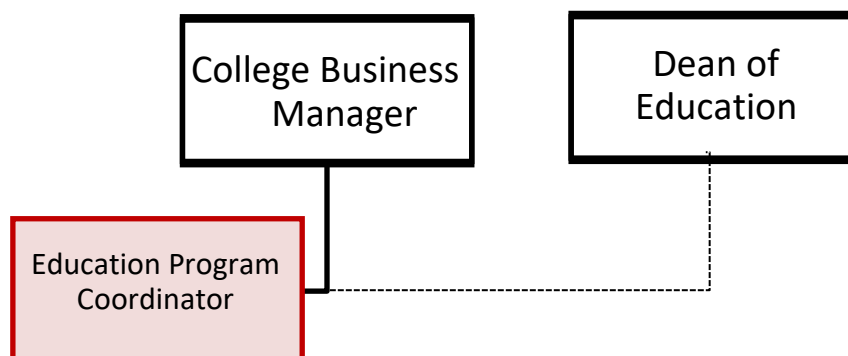
College Professional Services provides everyday service and support across all disciplines within the Colleges and with some functions across the Academy and research areas. As a focused, multiskilled, digitally capable team that delivers technical, operational, project, and support services to academics and researchers, it enables achievement of the two core goals of the university, Students and Research.

#### School of Education:

The School of Education is one of Murdoch's most established Schools with a diverse student base. It has a long tradition of world-class research in learning, pedagogies, educational assessment, and the design of curricula utilising new technologies in learning across the school age spectrum from early childhood to adolescence. A range of undergraduate and postgraduate courses in Teacher Education, and postgraduate masters and doctoral courses in Education are offered both onshore and offshore.

The School is proud of its stimulating collegial research and teaching environment with strong links nationally and internationally. It also has strong networks locally to school systems, communities, professional bodies and associations. Underpinning the School's values is a strong commitment to research that is relevant, rigorous and makes a difference. Teacher education courses aim to develop critically reflective graduate teachers who have a strong theoretical grounding in learning, teaching/pedagogy and curriculum.

### Reporting Relationships



### **Key Responsibilities/Duties:**

1. Provide ongoing support, information and guidance for Leap Program candidates in their application and throughout the duration of program.
2. Liaise with and provide direct support for the international on-shore and off-shore post-graduate candidates and relevant academic staff, and special program domestic candidates.
3. Support existing and build new innovative education-focused partnerships.
4. Support internal stakeholders and candidates, liaison between the university and the relevant authority for all matters pertaining to the specified Education Programs.
5. Prepare invoices for all fees (e.g., Leap Program) including and coordinating with the authority (e.g., DoEWA) and Murdoch University Finance for payment.
6. Support relevant unit coordinators that are delivering into the specified Programs and relevant units through providing advice and responding to queries.
7. Support and collate a tender and Education Programs report to be annually sent to the relevant authority (upon authorization of the School Dean) which entails the programs/courses that will be continued or further developed.
8. Assist with the day-to-day administrative components of the education programs identified, including organising and facilitating operational meetings.
9. Support compliance with relevant legislation, University policies and procedures, including writing and reviewing policies relating to the identified Education Programs.
10. Provide high level support for the administration of international post-graduate School activities allocation in conjunction with the Head of School and academic staff.
11. Coordinate the QTPA activities and update Unit Coordinator and Academic Chair details on implementation.
12. Provide data analysis support.
13. Collate data and information for reports such as the completion report and ensuring the activity schedule and milestones are delivered on time.
14. Work in collaboration and build effective working relationships with both the academy and candidates to support the delivery of University goals and objectives.
15. Carry out and assist with other duties as requested.

### **Selection Criteria**

#### **Essential**

1. Completion of a degree with subsequent work experience or an equivalent combination of relevant experience and/or education/training.
2. Suitable experience in program management, preferably in higher education sector.
3. Excellent organisational and leadership skills, with the ability to manage multiple priorities and stakeholders.
4. Well-developed computing skills and experience using word processing, spreadsheets and database software.
5. Demonstrated ability to manage budgets and financials.

6. Demonstrated experience in managing and providing excellent staff/customer service by recognising and meeting clients' needs.
7. Demonstrated ability to meet deadlines with an attention to detail.
8. Ability to work independently as well as part of a team.

### **Desirable**

1. Demonstrated experience working with students in an education setting or institution.
2. Knowledge of the principles underlying 'The Leap, Post-Graduate and International Experience and specified domestic undergraduate experience'.
3. Experience in providing information, advice and pastoral care to students.

### **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

### **General Obligations**

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- report incidents, injuries and hazards.
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

### **Guiding Principles and Values/Code of Ethics and Code of Conduct**

#### **Our Values**

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

#### **Our Principles**

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their

career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*