

POSITION DESCRIPTION



Position	Quality Assurance and Improvement Officer
Level/Classification	HEW0405
Reports to	Manager, Quality Assurance
Unit	Office of Quality and Standards
Directorate	Quality and Standards
Positions Supervised	Nil

Position Purpose

The Quality Assurance and Improvement Officer will work with the Quality Assurance and Improvement teams to support activities related to continuous improvement of academic practice.

Under routine supervision the Quality Assurance and Improvement Officer will gather, collate, and maintain information and records; conduct research and data-gathering activities; and provide operational and logistical support to quality enhancement and assurance activities.

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 Biddi. 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.

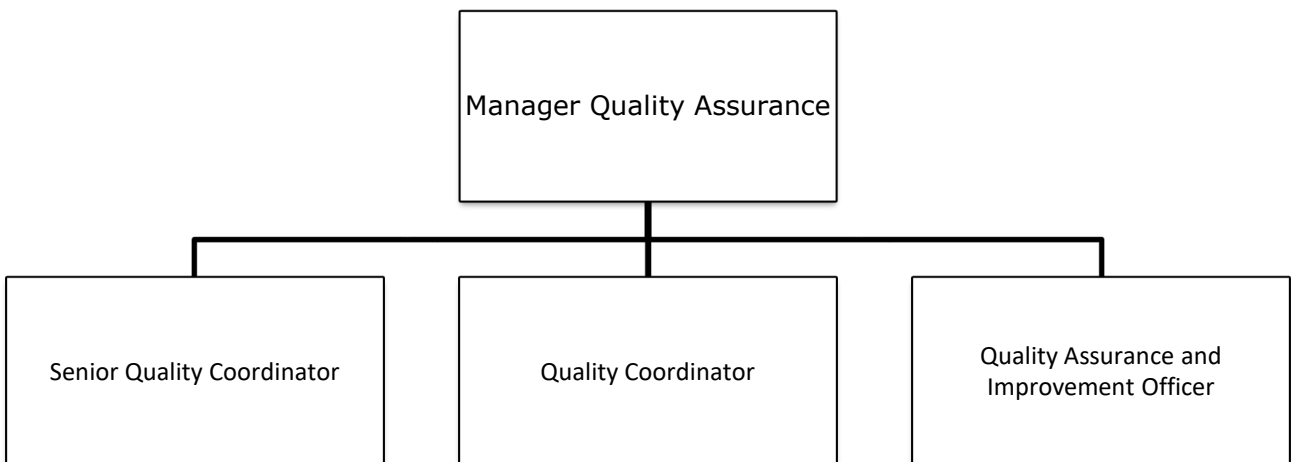
About the Work Area

The Office of Quality and Standards coordinates the development of educational policy and provides central services supporting quality and compliance monitoring and enhancement; curriculum management; and development of student integrity through oversight and management of student discipline processes relating to general and academic misconduct. In addition to operational responsibilities, the Office leads a variety of strategic programs aligning with the University's strategic vision. The Office comprises a number of key work areas each comprising a number of discrete but related functions.

The Curriculum Information and Student Integrity Services team comprise curriculum portfolio, curriculum management and student integrity functions responsible for the operational application of core standards in curriculum, design, review, governance, academic integrity and student conduct.

The Quality Improvement, Compliance, Assurance and Policy teams are responsible for academic quality and standards, assurance, education policy, international compliance, professional accreditation and process and data quality enhancement services in support of compliance with relevant standards and the realisation of improved operational efficiency and efficacy.

Reporting Relationships



Key Responsibilities/Duties

1. Under routine supervision, support activities to gather, review, prioritise and analyse quality and accreditation requirements.
2. Provide operational and logistical support to quality reviews, accreditation activities, curriculum review, benchmarking and other quality improvement and assurance activities including:
 - a) gathering data through desktop research or engagement with stakeholders
 - b) drafting or compiling reports, summaries or other documentation
 - c) preparing documentation and materials
 - d) providing ad hoc support to committees and working groups
 - e) arranging meetings, workshops and other activities
 - f) taking minutes, notes or developing other records as required.
3. Support the development and maintenance of project plans for quality reviews, course and discipline accreditations, and other quality enhancement and assurance activities, considerate of current standards and compliance.
4. Support the collation and maintenance of records and documentation relevant to quality enhancement, assurance and accreditation activities.
5. Maintain appropriate communications with all internal and external stakeholders in review and accreditation processes.
6. Actively build and maintain effective partnerships with a diverse group of stakeholders across the University.
7. Provide support to the Quality Assurance and Improvement Teams ensuring assurance activities function efficiently.
8. Carry out, and assist with, other duties as required

Selection Criteria

Essential

1. Completion of an associate diploma level qualification with relevant work-related experience; or equivalent combination of relevant experience and/or education/training.
2. Excellent written skills, including evidence of the ability to draft written submissions, communications and reports.
3. Demonstrated high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office application, with the capability and willingness to learn new programs as appropriate.
4. Highly effective communication and interpersonal skills, including the ability to interact and negotiate constructively and collaboratively with staff across a complex organisation.
5. Excellent time management, task prioritisation skills and attention to detail, with the ability to meet strict deadlines.
6. Demonstrated ability to use initiative, assume responsibility for tasks and resolve routine problems.
7. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision

Desirable

1. Applied knowledge of higher education policy and the Australian higher education environment,

including Higher Education Standards Framework and the role of TEQSA.

2. Experience coordinating benchmarking or other quality assurance and enhancement processes in a university context.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Ability to work outside of normal office hours when required.

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.