

POSITION DESCRIPTION



Position	Coordinator, Student Integrity Services
Level/Classification	HEW0607
Reports to	Manager Student Integrity Services
Unit	Office of Quality and Standards
Directorate	Quality and Standards
Positions Supervised	0

Position Purpose

This position works with the Student Integrity Services team to support the ongoing maintenance of student integrity at the University, with direct responsibility for case management of general and academic misconduct. The incumbent will be responsible for maintaining procedural fairness in student integrity and misconduct processes and developing and producing a range of reports for different audiences, presenting insights drawn from individual case management and analysis of outcomes over time.

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.

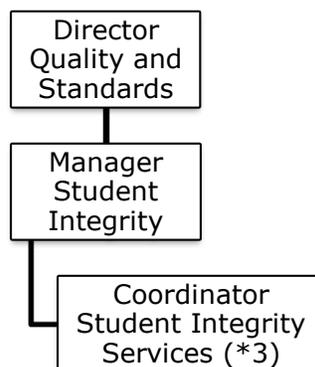
About the Work Area

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 teams 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. Coordinate all aspects of student discipline cases including collection and analysis of relevant data, conducting student interviews and assisting with investigations, correspondence, and associated activities to support School - based investigators and panel members
2. Provide advice to staff and students on policies and procedures relating to student discipline reports and analysis
3. Develop and run a range of analytical reports, for different audiences, relating to student integrity
4. Maintain awareness of institutional requirements, and trends or issues relating to student integrity
5. Support the development and implementation of strategies and activities to support student integrity

6. Maintain knowledge and reference material related to the Student Online Misconduct System for case management
7. Develop and deliver training for stakeholders including Faculty, investigators and Panel Members
8. Coordinate the resolution of support and service enquiries related to the use of the case management system
9. Remain abreast of relevant Australian regulatory and compliance requirements including the Higher Education Standards Framework, Australian Qualifications Framework and Education Services for Overseas Students Act as they relate to curriculum design within an Australian University setting

Selection Criteria

Essential

1. Tertiary qualification and relevant experience; or an equivalent combination of relevant experience and/ or education and training
2. Extensive demonstrated experience with a range of information management systems
3. Demonstrated knowledge of policies and procedures, and statutory requirements, as they relate to academic integrity and student discipline
4. Demonstrated understanding of the role and purpose of academic integrity in a higher education environment
5. Demonstrated ability to identify national or international trends and best practices in an area, analysing implications of these for the institutional practice and recommending change
6. Highly effective analytical and problem-solving skills
7. Experience in the interrogation of data using a variety of tools, and preparation of a range of reports for various purposes and audiences
8. Highly effective communication and interpersonal skills, including demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation to achieve successful outcomes
9. Demonstrated ability to manage sensitive and highly confidential information
10. Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines

Desirable

1. Experience with information systems in a higher education environment

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 Development Review Annually. A Commencing Development Review should be completed 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.