

POSITION DESCRIPTION



Position	Transnational Education Officer
Level/Classification	HEW0606
Reports to	Transnational Education Coordinator
Unit	Global Engagement
Directorate	DVC Global Engagement
Positions Supervised	0

Position Purpose

Located in the Transnational Directorate, the Transnational Education Officer provides administrative support, coordination and advice to the Transnational Education Coordinator and the Manager Transnational Education. This includes assisting with all aspects of contract deliverables, project planning and issue resolution, as required.

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:

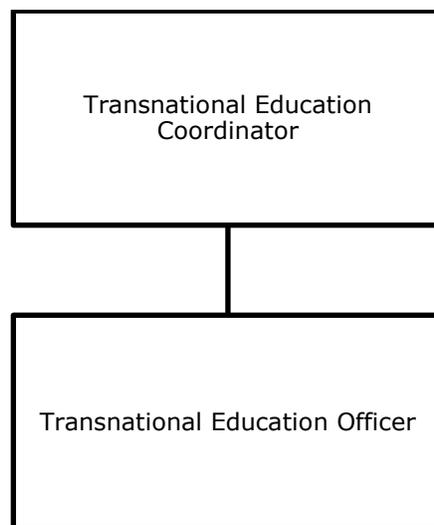
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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 Murdoch Global Engagement department is responsible for national and global partnerships, increasing the impact of our education and research activities, and enhancing our contribution to society by building a portfolio of major strategic partnerships to mutual benefit. It has an internationalization strategy including Transnational Education, strengthening connections with alumni and building the university's reputation.

Reporting Relationships



Key Responsibilities/Duties

1. Coordinate and advise relevant internal and external stakeholders involved in the University's Transnational activities, to ensure that they are adequately informed and receive suitable support from the Transnational Team.
2. Devise, implement and maintain efficient administrative systems to support Transnational activities including Lecture Management System support and setup.
3. Provide expert advice and training to internal and external stakeholders to ensure that University policies and partnership agreements are complied with.
4. Provide advice on regulatory developments in each of the Transnational jurisdictions that may impact on the University's activities.
5. Report on Key Performance Indicators (KPI's) for Transnational activities.
6. Coordinate Issue Resolution pertaining to Transnational administration.
7. Carry out and assist with other duties as required.

Selection Criteria

Essential

1. Completion of a degree with subsequent work experience; or an equivalent combination or relevant experience and/or education/training.
2. Demonstrate high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate.
3. Demonstrate high level of organizational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
4. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organization.
5. Knowledge of relevant governance protocols, policies and legislation related to agreements and contract documentation.
6. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
7. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.
8. A commitment to Social Justice Principles and an ability to work with people from different cultures, nationalities and backgrounds.

Desirable

1. Previous experience in a University environment.
2. Experience in providing project support, including business-planning processes, within the tertiary education sector.
3. Knowledge of international and transnational education.
4. Knowledge of AQF qualifications and articulating pathways.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Procedure.
2. A willingness and ability to travel internationally on a regular basis.
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.