

## POSITION DESCRIPTION



<b>Position</b>	Learning and Performance Officer/ Promotion Committee Executive Officer
<b>Level/Classification</b>	HEW0506
<b>Reports to</b>	Manager, Capability and Culture
<b>Unit</b>	Learning and Performance
<b>Directorate</b>	People and Culture
<b>Positions Supervised</b>	Nil

### Position Purpose

The Learning and Performance Officer / Promotion Committee Executive Officer plays a vital role in coordinating the promotions committee and facilitating the administration and training processes. This role involves coordinating committee activities and managing associated administrative tasks. The role also provides end-to-end support for the delivery of Learning and Performance programs.

### 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:

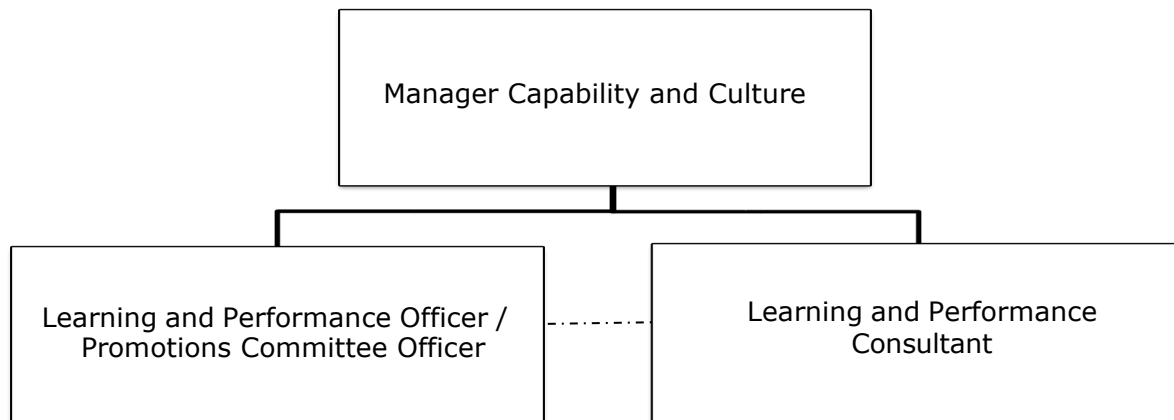
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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 work areas play crucial roles in enhancing employee performance, fostering growth, and driving organisational effectiveness. The area focuses on designing and implementing learning initiatives, while also focusing on strategic interventions to improve the overall health and functioning of the University.

## Reporting Relationships



## Key Responsibilities/Duties

### Promotions Committee Support:

1. Providing the function of the Executive Officer to the Promotions Committee, serve as the Primary Administrative contact for the Academic Promotions Committee, with responsibility for the end-to-end coordination and oversight of the academic promotions process across all academic levels.
2. Act as the primary point of contact for all academic promotions enquiries, providing accurate and timely support, advice and clear, consistent guidance to applicants, academic leaders, Heads of School, and committee members.
3. Validate all promotion applications to ensure they meet eligibility requirements and are aligned with relevant policy, process, and criteria prior to committee review.
4. Provide executive administration support to coordinate all committee operations, including scheduling meetings, preparing agendas, distributing documentation including application guides and templates, recording minutes, and following up on action items.
5. Coordinate the external review process by managing timely correspondence, tracking responses, and addressing any delays or issues as they arise. Provide accurate support through the Academic Promotions inbox.
6. Maintain and regularly update the Academic Promotions intranet page, ensuring accuracy, clarity, and accessibility of content for all stakeholders.
7. Administer and support the use of the Workday environment for applicants, approvers, and committee members, ensuring a smooth and efficient user experience.
8. Maintain accurate and confidential records, with attention to detail and compliance with data protection requirements.
9. Collaborate with stakeholders to identify improvements in policy implementation, applicant support, and committee processes.

## **Learning and Development:**

10. Provide high-level coordination and operational support for learning and development programs, with a focus on seamless delivery, stakeholder experience, and continuous improvement.
11. Coordinate logistics for training sessions, including venue bookings, calendar invites, participant registration, catering (if required), and training material distribution.
12. Liaise with facilitators—both internal and external—to confirm session details, provide pre-session briefings, and ensure clarity on logistics, expectations, and available support.
13. Provide on-the-ground support to external facilitators, including assistance with University learning technologies and equipment.
14. Collect and analyse training evaluation feedback to assess the effectiveness of training programs and identify areas for improvement.
15. Maintain accurate training records and attendance data, ensuring data integrity across systems.
16. Prepare quarterly reports on training activity, participation, and evaluation outcomes, and produce ad hoc reports as required by business stakeholders.

## **Selection Criteria**

### **Essential**

1. Proven experience in administrative support roles, preferably in a committee or HR-related setting and/or an equivalent combination of relevant experience and/or education/training.
2. Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
3. Strong attention to detail and accuracy in handling administrative tasks and documentation.
4. Proficiency in using office software, including word processing, spreadsheet, and presentation applications.
5. Effective written and verbal communication skills.
6. Ability to maintain confidentiality and handle sensitive information with discretion.
7. Strong interpersonal skills and the ability to work collaboratively with diverse individuals and teams.
8. Demonstrated problem-solving skills and the ability to adapt to changing priorities.
9. Familiarity with training coordination and evaluation processes is a plus.

### **Desirable**

1. Experience in a large complex organisation and/or a university 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. (please check the Employee Background Checks Procedure if the role requires this).
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.*