

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Teaching and Learning Manager Level: 8/9
Faculty/Division: Social Sciences Department/Location: Office of Teaching and Learning

Primary purpose of the position:

This position contributes to effective operations of the Faculty of Social Sciences by supporting the Associate Dean Education achieve strategic goals in the teaching and learning portfolio.

As Manager of Teaching & Learning in the FSS Office of Teaching & Learning, an entity in the Executive Unit, you will have responsibility for managing and coordinating projects relating to: (a) design and implementation of academic policy, quality assurance and quality improvement; (b) course development, review and evaluation; (c) implementation of flexible and technology-enabled learning; (c) professional accreditation and standards; (d) work integrated learning and placements.

You will work closely with the Associate Dean Education and Chairs of Faculty Education Subcommittees which will initiate, oversight and receive reports on projects in their portfolio areas. As a senior member of the FSS Office of Teaching & Learning you will also provide strategic and operational advice to the Associate Dean Education.

As a senior administrator you will work closely with the Faculty Executive Manager and the Faculty Management Accountant to design and develop policies and procedures in areas pertaining to your portfolio to ensure consistency and high quality service provision to faculty operations.

Position Environment:

The Faculty of Social Sciences was created following the Faculty restructure in 2012. As a result of the 2013 Schools Review the Faculty of Social Sciences includes the School of Education, the School of Psychology, the School of Health and Society and the Department of Geography and Sustainable Communities. Our disciplines include education, psychology, clinical psychology, social work (2015), public health, occupational health and safety, geography, and land and heritage management. In 2015 the Faculty of Social Sciences will introduce a Bachelor of Social Sciences that will draw its majors from the specialisations available within the Faculty.

The Office of Teaching & Learning includes the Associate Dean Education, professional administrative/ project staff and four senior academics who lead faculty teaching and learning portfolios. These are: Academic Programs, Flexible & Technology-enabled learning, Professional Accreditation & Standards, and Work Integrated learning & Placements. Each of these portfolios has a subcommittee of the Faculty Education Committee as a vehicle to enact policy and procedure, make recommendations and delegated decisions, initiate and monitor quality assurance and quality improvement projects.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Provide high level assistance, policy and governance advice to the Associate Dean Education in relation to: <ul style="list-style-type: none"> Curriculum development 	Associate Dean Education and Faculty Executive Manager receive accurate and timely advice	25%	

	<ul style="list-style-type: none"> • Policy development • Degree rules • Subject and course development and revision • Student management issues • Student experience 	Strategic decisions in curriculum administration and in teaching and learning are acted upon to deliver on the objectives of the Faculty.		
2.	<p>Manage and Coordinate strategic projects initiated through the Faculty Education Committee and Subcommittees relating to:</p> <p>(a) implementation of academic policy, quality assurance and quality improvement;</p> <p>(b) course development, review and evaluation; (c) implementation of flexible and technology-enabled learning; (d) professional accreditation and standards; work integrated learning and placements.</p>	High quality outcomes for teaching and learning in FSS.	30%	
3.	Develop, implement, and maintain student retention and engagement initiatives to improve the student experience. Work closely with the Student Service Centre to ensure these initiatives are implemented, reviewed and enhanced regularly.	Student and academic activities related to teaching and learning appropriately and efficiently undertaken	15%	
4.	<p>Oversee Teaching and Learning support activities including but not limited to:</p> <ul style="list-style-type: none"> • Subject database • Subject outlines • Subject handbooks 	Teaching and Learning support activities maintained with a high level of integrity. Materials prepared are of a high quality and within required time frames.	10%	
5.	Collaborate with academic professional and technical staff in Schools and Centres to achieve Faculty Teaching & Learning goals	To ensure consistency and provision of high quality service	10%	
6.	In conjunction with the Faculty Executive Manager and the Faculty Management Accountant design and implement policies and procedures	To ensure consistency and the provision of best practice professional services across the Faculty		
7.	Coordinate with other Faculty of Social Sciences Administration Units, Faculty Committees and UOW Committees.	To ensure high quality administrative support and customer service and to foster direct relationships and enhanced engagement with the organisation.	Ongoing	
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Associate Dean Education and Faculty Executive Manager
The position supervises the following positions:	Administrative Assistant FSS Office of Teaching & Learning Project Officer Student Services Coordinator
Other Key Contacts:	Heads of School Faculty Management Accountant Associate Dean Education/ Chair of Faculty Education Committee Chairs of FEC Subcommittees Chair of Faculty Investigative Committee Chair of Assessment Committee Faculty Executive Manager Associate Dean International (for purposes of internationalisation of offerings and curriculum) Faculty Marketing and Recruitment team Uniadvice ARD

Key Relationships:

Contact/Organisation:

Faculty Executive Manager

Associate Dean (Education)
Faculty Education Committee
Academic Registrar's Division

Purpose & Frequency of contact

Regularly: Information sharing, Strategy Development, Prioritising
Regularly: Work allocation, advising
Attend FEC and FEC subcommittee meetings
As needed: information gathering

Key Challenges:

1. Establishing, implementing and maintaining processes for teaching and learning across FSS
2. Providing appropriate advice and support to ensure the faculty's goals in relation to teaching and learning are met
3. Facilitating continuous improvement in relation systems and procedures
4. Achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Understanding and appreciation of University strategic priorities for students, staff and the community in teaching and learning
- Demonstrated high level interpersonal, oral and written communication skills
- Demonstrated policy development expertise
- Demonstrated project management and negotiation skills
- Demonstrated analytical and problem solving skills
- Demonstrated ability to make a positive contribution in a team environment
- Highly developed organisational skills

SELECTION CRITERIA - Education & Experience:

Essential:

- Undergraduate degree in a relevant discipline or equivalent professional experience
- Demonstrated experience in project management, implementation of university policy, staff management, monitoring and responding to data regarding student academic progress and student experience, managing teaching and learning related activities
- Knowledge of academic policies and academic administration relevant to course and subject development, implementation and evaluation
- Experience in development, maintenance and continuous improvement of administrative systems
- Demonstrated team management experience

Personal Attributes:

- Able to work in a complex multidisciplinary environment with internal and external stakeholders
- Able to self- manage competing priorities
- Flexible and adaptable to change

Special Job Requirements:

Out of hours work required during peak times

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____