Manager, Academic Administration
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Manager, Academic Administration</th>
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<tr>
<td>BUSINESS UNIT</td>
<td>Academic Pathways</td>
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<td>REPORTING TO</td>
<td>Director, Academic Pathways</td>
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<tr>
<td>LOCATION</td>
<td>Nirimba</td>
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<tr>
<td>DATE</td>
<td>Jun 2014</td>
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<td>CLASSIFICATION</td>
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PURPOSE OF THE POSITION

The Manager, Academic Administration is responsible for the providing support to the Teaching and Learning unit through the provision of academic administration services.

ORGANISATIONAL CONTEXT

UWSCollege Pty Limited is a not-for-profit company, wholly-owned by the University of Western Sydney. The College was created to provide academic pathways to the University, complemented by English language and other professional programs for Australian and International students. Created in 2006, the College has its antecedents in English Language and Foundation Studies programs offered by various University Schools and entities since the 1980s.

UWSCollege is divided into two broad divisional areas: Academic Pathways which is responsible for the delivery of our learning and teaching programs and related student services; and Corporate Services which provides the planning capability and support services to our educational mission. Within these broad divisions are four business units:

- Academic Pathways
- English Programs and Professional & Community Programs
- College Registrar
- Corporate Services

Like its parent institution, UWSCollege operates across a number of campuses in Greater Western Sydney. English Program studies and VETAB Programs are offered from the UWS Westmead campus; Academic Pathways programs are available on the Nirimba Education Precinct at Quakers Hill, Westmead campus, Bankstown campus and our Lithgow Outreach campus.
CONSTRAINT/AUTHORITY LEVEL

The position operates in accordance with UWS College policies, and the requirements of relevant legislation, awards and agreements.

KEY ACCOUNTABILITIES

- Ensure the timely and quality provision of academic administration support services through:
  - Attendance recording and monitoring
  - Final examination coordination
  - Results and Assessment recording
  - Meeting deadlines regarding submission of final grades to UWS
  - Develop relevant procedures, etc.
- Primary liaison with College Registrar and Timetabling staff in relation to examination printing and processes; attendance processes; AIP procedures; Graduation etc.
- First point of contact for absent teaching staff and subsequent liaison with Program Delivery Managers with respect to ensuring classes are either covered or notified of alternative activities.
- Work collaboratively with UWS Assessment and Graduations staff to set timeframes for the delivery of assessment and graduation information and develop related procedures.
- Ensure the maintenance of controls, systems and processes to ensure adherence to UWS and UWS College procedures and legislative obligations.
- Provide support to the leadership team, as required, in the area of academic governance.
- Interface with payroll in regards to any ad-hoc manual pay-claims.
- Ensure ongoing security and integrity of student records, including assessment, results and attendance.
- Attend and assist with College events.
- Principal liaison for SAMAJ program in relation to course and unit offerings, liaison teachers, student results and graduations.

KEY LEADERSHIP ACCOUNTABILITIES

- Manage accountabilities and deliverables within scope of role.
- Work collaboratively with other senior managers to develop and support Program-wide initiatives.
- Oversee the operations of the Academic Administration team to ensure consistency with legislative requirements, quality standards and College procedures.
- Provide staff leadership to foster collaborative work practices and promote a safe and effective workplace environment focussed on staff empowerment, efficient work practices and encouragement of initiative and innovation.
- Contribute positively to the strategic direction of the Academic Program and to UWS College in general.
- Develop a culture of continuous improvement in programs and services by promoting pursuit of excellence in all College practices related to academic administration.
- Develop and maintain effective relationships, alliances and networks within the College community and within UWS.
SELECTION CRITERIA

1. Tertiary qualification(s) as well as a minimum of ten (10) years working experience in a role with a high degree of administrative functions;
2. Proven experience in managing a diverse team across multiple locations;
3. Demonstrated experience in the creation and implementation of innovative business processes, quality assurance processes and/or change management plans with a focus on continuous improvement and service excellence;
4. Demonstrated high level interpersonal, negotiation, listening and communication skills with the ability to develop and maintain networks and contacts and relate to stakeholders from diverse backgrounds;
5. Demonstrated ability to develop effective working partnerships with staff across the College at all levels, to fully ascertain business requirements, develop appropriate systems and procedures and manage the implementation of these;
6. Ability to maintain composure, balance workload and conflicting priorities and effectively handle difficult situations;
7. High level technical skills with demonstrated experience in commonly used computer applications including Outlook, MS Word, Excel, PowerPoint and data base applications;
8. Experience in the education sector is advantageous though not essential.

POSITION DIMENSIONS

Work Health and Safety Statement
The position is required to cooperate with all health and safety policies and procedures of the College and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to the company.

Equal Employment Opportunity
Ensure that the principles of equal employment opportunities are implemented promoted and adhered to, in order to comply with the College policy.

RELATIONSHIPS

Developing and maintaining effective relationships within the College, UWS and the broader political/education/business sector are crucial to the position.

Reporting to this position are:

- Administration Coordinator

Success in the role will be dependent on developing and maintain positive relationship with:

- UWSCollege Management across all business Units
- Academic Pathways Colleagues
- UWSCollege Colleagues
- UWS stakeholders
CHALLENGES

Major challenges facing the position are:

- Working with geographically dispersed staff and students;
- Managing resources, including human resources, in a constantly changing environment;
- Building a cohesive academic administration team across multiple campuses;
- Working under pressure and meeting prescribed outcomes within a limited timeframe.

EMPLOYMENT ARRANGEMENTS

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies, procedures, guidelines and systems of UWS College.

<table>
<thead>
<tr>
<th>Signatories</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff member</td>
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<tr>
<td>Supervisor</td>
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Reviews of this position description should occur at performance review. Any agreement to amend or alter this document will require it to be signed and dated as a new document.