

Senior Coordinator - Academic Workload

Classification: HEP 8

POSITION NUMBER	970736
ORGANISATIONAL UNIT	Office of the Vice-Chancellor
POSITION REPORTS TO	Senior Advisor, Strategic Projects (within the Office of the Senior Deputy Vice-Chancellor)
OVERALL PURPOSE	The Senior Coordinator - Academic Workload will support the three Colleges within the Tertiary Education Portfolio: ◆ College of Arts, Business, Law, Education and IT (CoABLEIT), ◆ College of Sports, Health and Engineering (CoSHE), and ◆ First Year College (FYC). The role is responsible for timely recording and reporting of academic workload in line with the University's obligations under the Victoria University Enterprise Agreement (EA) in the following areas: ◆ Teaching ◆ Academic Service, Administration and Planning (ASAP), and ◆ Research, Scholarship and Professional Contributions (RSPC). The role reports to the Senior Advisor, Strategic Projects in the SDVC Office and works closely with College General Managers, Heads of Operations, Program Heads, and Research Portfolio to ensure the efficient and consistent allocation of academic workload. The Senior Coordinator - Academic Workload under the supervision of the Senior Adviser will help set up and a collaborative and consistent academic resource planning cycle across the University and its Colleges. They will work to translate identified business needs, including academic HR requirements and compliance issues, into functionality and aligned documented processes.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	Within the University the position: ◆ Works closely with People and Culture ◆ Works closely with the Office of the Vice-Chancellor portfolio, including Research and Impact and intersecting areas including Finance, Data Insights, Student Services, and Timetabling. Outside the University the position liaises with: ◆ External stakeholders relevant to the portfolio's accountabilities.
LOCATION/CAMPUS	The position is primarily located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University's *Strategic Plan 2022-2030, Start Well, finish brilliantly*, commits the University to the bold ambition to be one of the leading impact-driven universities in the world by 2030.

VU is one of six Australian universities offering both TAFE and higher education, with campuses in Melbourne, Brisbane, and Sydney. VU is recognised for pioneering educational innovation, notably through the VU First Year College® and the VU Block Model®, which deliver exceptional student support and focused, learner-centred teaching. VU leads Victoria in student experience, teaching quality, peer engagement, and skills development (QILT 2023).

VU is renowned for its areas of research specialisation, strongly aligned to its TAFE and Higher Education offer, these include Sports and Exercise Science (ranked 7th in the world) as well as Policy Studies, Water; Green Research translation; Immunology and Early Childhood Education, to name a few.

VU has a strategic commitment to being a thriving place to study and work and to progressive inclusivity and diversity. We are one of Australia's most culturally and socially diverse universities, and our international students are highly valued contributors to the VU community.

OUR VISION

To be one of the leading impact-driven universities in the world by 2030.

PURPOSE

Victoria University emboldens its people to design their future and has a deep Commitment to Protecting Country.

STRATEGIC DRIVERS

To achieve our vision, we have identified five Strategic Drivers:

1. Learner-centred for life
2. Partnering with Principle
3. Maximising Research with Impact
4. Protecting Country
5. A Thriving Place to Study and Work.

Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

The University is a Child Safe organisation. The incumbent in this role will be required to hold a current Working with Children Check (WWCC).

MAJOR CHALLENGES / FREEDOM TO ACT

This position reports to and receives broad direction from the Senior Advisor, Strategic Projects and operates within University policies, procedures, guidelines, and relevant legislative and regulatory requirements. The role is expected to proactively and successfully engage with senior staff across the organisation as well as external stakeholders.

This role supports the work of the Academic Colleges via the effective utilisation of the academic staff workforce. The role will need to work effectively within the management and governance structures of the University, as well as using informal networks and processes.

Working with the College General Managers (CoABLEIT and CoSHE) and Head of Operations (FYC), the role will be responsible for the timely and accurate recording and reporting of academic workloads against relevant University policies and procedures.

MAJOR DUTIES

1. Act as the business owner of the academic workload planning process, accountable for its configuration, functionality, and alignment with agreed business requirements.
2. Engage stakeholders across Colleges and relevant professional service units (e.g. People and Culture, Timetabling, Finance and VU Research) to accurately reflect and record academic staffing availability within established University policies, procedures and College operational frameworks.
3. Periodically (and within reporting deadlines / obligations) report on academic workforce utilisation, including class sizes and course and unit viability, as well as engaging with College delegates to ensure the efficient allocation of academic workload within budgetary frameworks.
4. Develop, implement and continually refine a scalable academic workforce recording mechanism.
5. Establish consistent business practices to support transition and ongoing operation of academic workforce planning.

6. Monitor process performance, data quality, and user experience, recommending and implementing improvements.
7. Champion service excellence and continuous improvement, acting as a positive advocate for new practices and improved student/staff experience.
8. Other duties as directed by the Senior Advisor, Strategic Project and SDVC.

SELECTION CRITERIA

Essential

1. A relevant postgraduate qualification and proven expertise in the management of tertiary-based allocation of academic work, or a similar combination of skills and experience.
2. Experience in leading the successful development and implementation of organisational design and implementation in line with relevant strategy, planning and performance capability, governance and expected outcomes whilst ensuring streamlined and efficient ways of working.
3. Exceptional analytical and conceptual skills, with proven ability to adapt to new situations and develop creative solutions to complex strategic and operational issues.
4. Astute analytical and problem-solving skills, with the capacity to think creatively, act strategically, be flexible and the ability to provide qualitative and quantitative analysis and insights to complex issues.
5. Exceptional written and verbal communication skills including development of business cases, reports and presentation material in a clear and concise manner.
6. Proven outstanding interpersonal and communication skills with the ability to negotiate, consult, influence, and build consensus at the highest levels.
7. Highly developed organisational and time management skills with proven ability to deal effectively with high volume workload, competing priorities and unexpected events, exercising judgement and taking action accordingly, and ensuring tasks are completed on time.
8. Proven ability to develop and maintain positive working relationships with both internal and external stakeholders that are mutually beneficial, and support the achievement of organisational goals.

Desirable

1. An understanding of the internal and external conditions impacting the operation of a dual sector university.