

**Research Division**

**Associate Director, Postgraduate Coursework Development**

**Office of Graduate Studies**

**Position No. 1031**

**General Information**

This position is available on a full time, fixed-term basis for three (3) years.

**Position Description**

|                       |   |
|-----------------------|---|
| DATE:                 | 14 August 2008  |
| POSITION TITLE:       | Associate Director, Postgraduate Coursework Development   |
| FACULTY/DIVISION:     | Research Division   |
| SCHOOL/UNIT:          | Office of Graduate Studies  |
| IMMEDIATE SUPERVISOR: | Dean, Graduate Studies  |
| ROLE STATEMENT:       | To work in consultation with stakeholders to provide a consolidated University focus on postgraduate coursework development and quality assurance in order to support the delivery of quality programs and services to Postgraduate Coursework (PGCW) students. |

ROLE DESCRIPTION:

***Supervision/Management/Leadership***

Be responsible to the Dean, Graduate Studies for the establishment of a best practice framework for postgraduate coursework development and review.

***Task level and Typical Activities***

- As a member of the Postgraduate Coursework Advisory Committee (PCAC) work with Faculties, GradSchool.com (GS.com) and other stakeholders to promote, coordinate and support cross disciplinary and cross faculty PGCW programs, address issues and investigate opportunities, including those involving offshore and industry based PGCW programs;
- Effectively liaise with relevant senior staff in Faculties, GS.com, International Office and other administrative areas of the University on all matters relevant to the maintenance and development of postgraduate coursework programs;
- Maintain up-to-date information on postgraduate coursework programs and trends within the Australian HE sector and more broadly and report regularly to the PCAC;
- Liaise with PGCW students and NUPSA in relation to matters concerning PGCW programs.

- In consultation with Faculties and GS.com, identify opportunities for postgraduate coursework growth and assist in the development of business plans;
- Contribute to university wide postgraduate marketing initiatives, including working with alumni to promote PGCW to graduates;
- Promote excellence and innovation in PGCW education including on-line delivery in consultation with GS.com;
- Provide advice and assist in quality assurance for publications promoting University postgraduate coursework programs in consultation with stakeholders;
- Annually review relevant EFTSL activity, PGCW performance and opportunities;
- Develop and support a system of review of PGCW programs against business plans including appropriate risk assessment as required;
- Conduct surveys of PGCW students as required;
- In consultation with Faculties and GS.com, identify new technologies to assist in the flexible delivery of PGCW programs on campus, offshore and through on-line delivery;
- Undertake any other matters with respect to the provision of postgraduate programs as requested by the Deputy Vice-Chancellor (Research).
- Undertake any other duties relevant and appropriate to this level.

### ***Organisational Knowledge***

Be responsible for the development or significant amendment of policies or systems relating to Postgraduate Coursework.

Maintain an in-depth understanding of international issues in relation to internationalisation of curriculum.

Bring a multi-perspective understanding to the development and implementation of new policies or programs relating to postgraduate coursework; devise new ways of adapting the organisation's strategies to new, including externally generated, demands.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position, and (where applicable) in the management of others.

### ***Judgement, Independence and Problem Solving***

Be responsible and accountable for the instigation and achievement of significant organisational objectives for postgraduate coursework development.

### **SELECTION CRITERIA**

- A degree with established excellence in a professional field; or an equivalent level of knowledge gained through any other combination of education, training and/or experience;
- Experience in PGCW practice or policy;
- Appreciation of interdisciplinary collaborations in practice, teaching or research;
- Understanding of international issues particularly internationalisation of curriculum;
- Knowledge of online teaching issues including curriculum and delivery issues;
- Demonstrated experience in business planning, business case development and review, preferably as it applies to educational programs;

- Demonstrated strategic planning experience encompassing proven strategic/ conceptual and analytical skills;
- High level facilitation, interpersonal and written and oral communication skills;
- University-based teaching and learning experience, including curriculum development and delivery.

## Conditions and Benefits

The successful applicant will be offered employment on an Individual Transitional Employment Agreement (ITEA) with an attractive remuneration package, including potential for a performance based incentive payment. Acceptance of an ITEA is a condition of appointment for the successful applicant.

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

## Further Information

For additional information on the position contact Professor Scott Holmes, Dean, Graduate Studies by mobile: 0417 418 923 or email: [Scott.Holmes@newcastle.edu.au](mailto:Scott.Holmes@newcastle.edu.au)

## Related Links

- [University of Newcastle Annual Report](#)

## Closing Date

Applications close on **Wednesday, 17 September, 2008.**

**Note:** Your application **must** include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

## Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

### Internal Applicants

*Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.*

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

## External Applicants

Please forward your application **by email** to: [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au) quoting the position number and position title in the Subject field.

**Note:** Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

DO NOT use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team  
Level 1, The Chancellery  
University of Newcastle  
CALLAGHAN NSW 2308  
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

*The University of Newcastle values [equity and diversity](#).*