

Position Description

Position Title: Coordinator, Pathways and Partnerships
Position Number: TBC
Classification: HEW6
Organisational Unit: SDVC &CAO
Department: Academic Program Innovation

Position Purpose

Located within the Academic Program Innovation (API) team, and reporting to the Senior Coordinator, Partnerships and Pathways), the Coordinator, Pathways and Partnerships is responsible for coordinating and quality assuring internal and external domestic pathways and credit arrangements, while providing operational support for academic partnership activities where required. The role supports the development, approval, renewal, maintenance and reporting of domestic pathway and credit arrangement working with academic staff, Schools, Admissions, Student HQ, Global Engagement and other central teams to ensure arrangements are accurate, current and aligned with University procedures and policy. The role provides specialist advice, maintains key databases and information resources, supports reporting and committee processes and is responsible for driving high standards of service to stakeholders.

Reporting Line

Reports to: Senior Coordinator, Pathways and Partnerships

Direct reports: None

Location

This position is currently located at the Hawthorn campus but the incumbent may be required to undertake duties at any of the University's campuses. Thus the incumbent must be willing to travel between campuses and work at a range of locations. Subject to suitability, this position may be eligible for flexible working options such as working from home arrangements.

Key Responsibility Areas

Credit arrangements coordination	· Maintain and quality assure the official register of approved credit arrangements and pathways ensuring records are accurate, current and aligned with University procedures. · Coordinate the approval, renewal and amendment process for domestic credit arrangements and pathways including liaising with Schools, Admissions, Global Engagement and other relevant stakeholders. · Maintain credit arrangements and pathways data across relevant systems to support accurate advice, operational decision-making and committee reporting. · Work with Global Engagement to support alignment between domestic and international credit arrangement processes. · Review all proposed credit arrangements to assure they are valid and accurate, and partner with Global Engagement, Vocational Education and Training, Schools and Admission teams and other stakeholders to support approval and implementation. · Prepare reports and summaries for management and committees using pathway and credit arrangement data to support operational planning and decision-making. · Provide secretariat and operational support for relevant pathways, credit arrangement and academic governance committees, working groups and review processes as required.
Academic partnerships	· Support the Senior Coordinator, Partnerships and Pathways in the operational management of courses and units delivered through partnerships, particularly domestic partners such as Online Education Services (OES)
Stakeholder Engagement	· Develop and maintain the key stakeholder relationships necessary to effectively undertake the role. · Maintain credit arrangements registers and resources to ensure key information is available to stakeholders. · Ensure all processes are undertaken according to agreed timelines as detailed in procedures.

Swinburne Values	Commitment to the Swinburne behaviours: · One Swinburne - We work together, bringing our unique skills to achieve our common purpose and strategy. · Future – Focused - We commit to taking bold strides – 'moon shots' – and are constantly innovating, disrupting, renewing and changing to create tomorrow's technology and talent today. · Engaged - We strive to be the most industry-engaged university, to amplify our impact and support all students to be future-ready · Empowered - We are trusted, and expected, to act and make decisions commensurate with our roles and skills, and to drive continuous improvement, to deliver our common goals. · Accountable - We are accountable for our contributions to Swinburne's success and sustainability, for the ways we work together, and for the outcomes that we deliver for students, partners and society.
Other	· Undertake Division-wide and/or university-wide responsibilities as required

Key Selection Criteria

Qualifications	· A degree with extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.	Essential
Experience/ Knowledge/Attributes	· Demonstrated ability to exercise sound problem solving and judgement skills	Essential
	· Highly proficient computer skills with experience in excel to an advanced level	Essential
	· High-level interpersonal skills, particularly as they relate to the ability to work in a team and the maintenance of relationships with a diverse range of stakeholders	Essential
	· High-level organisational skills, including the ability to work independently to plan and develop work schedules, with attention to detail to meet competing deadlines.	Essential
	· Excellent written and oral communication skills including the ability to prepare reports and take accurate minutes.	Essential
	· Experience in, Microsoft Suite and Student One	Preferable
	· A sound understanding of University policies and procedures in relation to pathways and academic credit	Preferable
Other	· A valid working with children's check card (or ability to obtain prior to or upon commencement).	Essential
	· Ability to complete a police check, as nominated by Swinburne University.	Essential