



POSITION DESCRIPTION

Director – Educational Quality and Integrity – Senior Manager Educational Quality and Integrity Directorate

You will:

Provide strategic, educational and administrative leadership to assure the integrity of CQUniversity's courses and drive performance against quality benchmarks, foster excellence and innovation in learning and teaching, and support the provision of a consistently positive student experience.

Take the lead in the development of plans and strategies for educational quality assurance and enhancement to enable CQUniversity's compliance with the internal and external requirements, and the provision of support and guidance to course and professional accreditation activities throughout the University. Lead and oversee teams within the Educational Quality and Integrity Directorate (EQID) including academic integrity, data analytics, Work Integrated Learning (WIL) and academic pathways.

You are responsible for:

- Developing and maintaining CQUniversity's quality assurance and enhancement and accreditation plans and co-ordination of services including:
 - Managing the University's relationship with the Tertiary Education Quality and Standards Agency (TEQSA) and the Australian Skills Quality Authority (ASQA);
 - Leading a team that manages all TEQSA and ASQA related processes and requirements and which develops action plans in response to any matters emerging from these;
 - Providing high-level support and strategic advice to facilitate university compliance with higher education and VET standards frameworks by leading and managing processes relating to legislative and compliance requirements and educating staff on these requirements;
 - Leading the facilitation of good practice and regulatory compliance through assurance of academic staff scholarly activity, vocational and industry currency, appropriate scholarly activity, assurance of external referencing assessment and professional accreditation of activities by Schools, and support for Communities of Practice;
 - Ensuring robust operation of internal accreditation and approval mechanisms;
 - Leading the development of policy regarding the assurance of learning and teaching quality and compliance with tertiary education regulations
- Leading the drafting and reviewing of submissions to relevant government authorities relating to new or amended legislation related to accreditation, compliance, and registration.
- Providing expert advice on tertiary education regulatory settings during the development and assessment of relevant institutional strategic initiatives.
- Developing and maintaining a coordinated and rigorous system-wide approach to course review and accreditation that achieves regulatory compliance with the Higher Education Threshold Standards, RTO Standards, and professional accreditation standards while also responsive to the University's strategic goals and priorities.

- Working with the Learning Design and Innovation (LDI) Directorate to promote quality enhancement and monitor quality improvement changes and innovations to ensure systems used by academic units, establish and maintain appropriate standards for units and courses, assessment and teaching.
- Leading the development of learning analytics and the co-ordination of survey delivery to provide accessible, accurate, and timely tools and data insights to enable informed decision making and improvements regarding learning and teaching practice.
- Leading the development of approaches to externally referenced data and reporting.
- Leading the implementation of the CQUniversity Work Integrated Learning (WIL) Framework to ensure quality and consistency of WIL and work-related learning across the university, including oversight of the centralised WIL functions and team.
- Leading Academic Integrity strategies, processes, reporting, and policy development within the university including managing the Academic Integrity Unit with responsibility for the provision of support, guidance, and education of staff and students about academic integrity matters, and for ensuring the integrity of CQUniversity degrees.
- Leading the Academic Pathways team to ensure the effective operation, quality, and compliance of articulation arrangements, recognition of prior learning and credit transfer within the university.
- Proactively participating as a member of the Division's management team and contributing to the formulation of strategic direction by providing high level policy and analysis services.
- Undertaking research and analysis on a range of defined strategic issues, and other role related activities as required by the University Council, Vice Chancellor, Vice-President – Academic and Deputy Vice-President – Education and Quality.
- Representing the Division on working parties, committees and in other forums, as appropriate.

As a supervisor you are responsible for:

- Providing mentoring, guidance, and career planning for EQID staff and ensuring staff have access to appropriate professional development activities.
- Undertaking probationary and performance management processes, ensuring regular conversations with direct reports and providing real-time, positive, and constructive feedback to empower staff to continually improve and enhance staff and team performance.
- Understanding your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Allocating and monitoring workload and address associated issues in a timely manner.
- Ensuring new staff participate in the university's induction program and providing a localised work area orientation.
- Developing mechanisms to promote staff recognition.

Selection Criteria

Knowledge and Education	Skills and Experience
Essential • Demonstrated expert working knowledge of Higher Education Standards Frameworks (Threshold Standards) 2015, and Standards for RTOs (2015), National Code (2007) and how they impact and influence the operations of a higher education provider. • Demonstrated expert working knowledge of professional accreditation requirements and schemes. • Demonstrated expert working knowledge of quality management and continuous improvement frameworks and concepts. • Possession of a postgraduate degree, with at least 4 years subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training. Desirable • PhD or equivalent.	Essential • Demonstrated significant experience in dual-sector (higher education and VET) quality management and course quality assurance and enhancement, course and professional accreditation, and the application of standards-based frameworks. • Demonstrated exceptional relationship management skills, including development and maintenance of effective working relationships with a range of senior and executive stakeholders. • Exceptional written and interpersonal communication skills, including demonstrated ability to prepare and deliver business papers, submissions, reports and proposals for all levels of the University and external bodies. • Proven ability to analyse and interpret the overall strategic directions and requirements of a large organisation and its operating environment and recommend, develop and implement key performance indicators. • Proven success, preferably in a dual-sector (higher education and VET) environment, in establishing team standards that deliver business processes and continual improvement.
Critical Capabilities	Motivational and Job Fit Factors
Achieves results • Positively influences other team members to embrace changing priorities in order to achieve team outcomes. Engages and connects • Seeks to understand the key priorities of stakeholders and gain their commitment through consultation and involvement. Personal drive and integrity • Takes the initiative required to meet goals and progress work. Shapes the future • Understands the contribution of operational actions to the strategic goals. Communicates with influence • Negotiates with clear understanding of desired outcomes.	This position would suit someone who gains job satisfaction from: • Diversity in the workforce. • Collaborating and cooperating with other departments to achieve positive business outcomes. • Continuously improving and exploring new ways to do their job successfully. • Striving to understand and meet customer expectations and satisfaction. • Building strong professional networks and developing and maintaining working relationships with others that require interaction and mutual support. • Working within carefully document policies, procedures and other rules for doing business.