



POSITION DESCRIPTION

Position: Academic Administration Manager

Department: Student Journey, Pathways School

Reporting to: Associate Dean, Student Journey

Directly supervising: Academic Administration Co-Ordinator and Academic Administration Officer

Remuneration: Band 4S FTE\$99,654 plus 17.5% leave loading plus 12% superannuation

Contact: Marie Hill - Associate Dean, Student Journey, email: mhill@trinity.unimelb.edu.au

Date: June 2025

POSITION SUMMARY

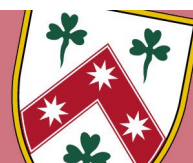
This is a working-level manager position, the purpose of which is to drive the delivery of key operations and outcomes in the Academic Administration portfolio. The position manages two staff members and ensures the prompt and efficient delivery of all functions related to variations of student enrolment; students at risk (SAR) due to absence or failure to meet academic progression standards, including actions prompted by the Pathways School's regulatory obligations under the ESOS Act and the Foundation Programs Standards; students' results management and the provision of advice and events to help students make informed decisions regarding subject selection and matriculation options. The Academic Administration Manager will oversee and implement a large part of pre-arrival preparations for each program or intake. The successful applicant will also hold primary responsibility for generating reports on key student performance data and metrics from the Pathways School's operations to identify risks and opportunities and to inform strategic decision-making. The Academic Administration Manager works closely with colleagues in the Timetabling, Wellbeing, and Teaching and Learning teams and with external stakeholders, particularly parents, agents, sponsorship bodies, the University of Melbourne, other Australian universities and transnational education (TNE) partners. The Academic Administration Manager operates according to the Pathway's Schools policies and procedures in a highly regulated business environment.

Reporting to the Associate Dean, Student Journey, the position requires an experienced manager, with strong project management and organisational skills, together with a service ethos, professional manner and willingness to be involved in the day-to-day work of administration while managing the team.

SELECTION CRITERIA

Essential:

1. A tertiary qualification relevant to the role.
2. Significant experience as a working-level people manager, managing others effectively to achieve business objectives.
3. Expertise in project management and process improvement to increase service quality, efficiency and effectiveness, and prioritising the work of a business unit to meet customer expectations and achieve deadlines.





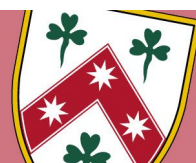
4. Demonstrated proficiency in the use of data system and data extraction, along with skills in analysis, trend identification and reporting against metrics.
5. Proven ability to exercise sound judgement, evaluate information and situations, and make appropriate decisions.
6. Highly developed interpersonal skills with the demonstrated ability to work with senior level academic staff from the Pathways School and the University of Melbourne, along with students, parents, agents and sponsorship bodies from a variety of countries in a respectful, sensitive and timely manner.
7. An understanding of Australian educational practices, quality assurance systems and processes and the ability to interpret government regulation affecting international students including the ESOS Act, the National Code and the Department of Home Affairs (DHA) guidelines.
8. An interest in, and desire to contribute to, the educational vision, values and planning and strategies of the College.
9. An understanding of Equal Employment Opportunity, and commitment to equity and cultural diversity.

Highly regarded

1. Experience in an international education setting and knowledge of the ESOS Act, National Code and the Foundation Programs Standards highly regarded.

KEY RESPONSIBILITIES

1. Manage the Academic Administration team to ensure that all key tasks and functions are performed to a high level, generating student and staff satisfaction with academic support services. Management of staff includes ongoing and formal yearly performance appraisals.
2. Oversee the accurate maintenance of information in the Student Management System (SMS), including the processing of requests for variations to enrolment and for special adjustment and consideration. Support academic staff with the use of the SMS.
3. Ensure timely distribution of academic results to students from the SMS to the University of Melbourne.
4. Work with academic staff on assessment schedules and measures to ensure the integrity of results.
5. Administer, manage and report on students at risk (SAR) due to absence or failure to meet academic progression standards.
6. Run Academic Review Meetings, and take actions required in dealing with students according to the Pathways School's policies and procedures, consistent with its regulatory obligations under the ESOS Act, National Code and the Foundation Programs Standards.
7. Oversee provision of academic and procedural advice to students including information regarding subject selection.
8. Manage engagement with student and parents and lead engagement with sponsors regarding requests and enquiries, and the delivery of events to aid students' university applications and matriculation decisions.
9. Project manage pre-arrival preparations for each program intake.
10. Produce timely and consistent reports on data and metrics such as student attrition rates, student retention and success rates, progression rates and grade distributions for individual subjects and the course as a whole as well as course completion rates and other indicators concerning the foundation program in Melbourne, and in TNE partnership operations, to identify risks and opportunities and to inform strategic decision-making, including by Trinity College's Academic Committee, University of Melbourne Examiners and by academic and professional staff.





11. Maintain strong working relationships with colleagues in Timetabling, Wellbeing, and Teaching and Learning teams and with external stakeholders, particularly parents, agents, sponsorship bodies, the University of Melbourne, partner operations and other Australian universities
12. Liaise with key stakeholders across the Pathways School to ensure that Special Consideration and Special Adjustments are implemented on behalf of students in a timely manner.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

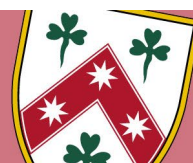
All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Provide appropriate facilities for safe storage, handling and transport of hazardous substances.

Managers and Directors/Deans must:

- Provide a safe environment for all staff, student and visitors.
- Provide safe systems of work.
- Provide plant and substances in safe working condition.
- Provide suitable facilities for the welfare of workers.





- Provide information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health.
- Provide a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace.
- Provide a commitment to continually improve performance through effective safety management.
- Provide a OHS Management System where all risk issues are identified, recorded, rectified and monitored.
- Provide a consultative structure where staff can participate in regular meetings to discuss OHS issues.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

