Job Description
Academic Systems Consultant
Level 5

Position Number: 20000195
Division: Organisational Services
Branch: Customer Experience
Location: Murdoch
FTE: 1.0
Agreement/Award: Government Officers Salaries Allowance and Conditions Award 1989
Public Service and Government Officers General Agreement 2017 or as replaced

Reporting Relationships
Reports to:
Manager Student Systems and Support, Level 7

Other officers reporting to the above office:
Timetable Coordinator, Level 5
Academic Systems Consultant, Level 5

This Office – officers under direct responsibility
Academic Systems Coordinator, Level 3

Key Role Statement
The Academic Systems Consultant is responsible for testing, implementing and maintaining college academic systems and supports the timely and accurate implementation of key delivery administrative processes.

Key Responsibilities
• Provides support to academic portfolio staff in the effective and efficient implementation of college academic systems (included but not limited to ASRI, UE, SP3 and Lecturer Portal) and key delivery administrative processes including course study plans and roll creations. Acts as the gatekeeper for these processes.
• Translates new academic system releases into business processes and leads the implementation strategy for adoption within the academic areas.
• Organises and facilitates internal focus groups to gain support from academic areas.
• Conducts routine system testing to identify issues and liaises with the college and Department of Training and Workforce Development (DTWD) Information and Computer Technology (ICT) departments, vendors and the other relevant parties to have issues rectified.
• Develops the annual delivery administrative process calendar in consultation with key stakeholders.
• Monitors the environment and works with the Data Administrator to identify academic system training needs and training delivery schedule.
• Monitors, analyses and reports on academic system usage and delivery administrative process compliance across all delivery areas, developing and implementing rectification strategies where required.
• Develops and updates online academic system and delivery administrative processes training manuals including the Academic Systems support intranet site.
• Assists in the conducting of audits.
• Manages the activities and performance of the Academic Systems Coordinators.
• Undertakes other duties as required.
Selection Criteria

Essential
1. Extensive experience in student and academic management systems.
2. Demonstrated academic system analysis and reporting skills.
3. Good written and verbal communication skills, including the ability to liaise effectively with officers at all levels and to contribute to team goals.
4. Demonstrated problem solving skills and the ability to work independently.

Other Requirements
1. May be required to work from any college campus.

CERTIFICATION
The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

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