

POSITION DESCRIPTION



Mathematics Education Support Hub Manager



POSITION DETAILS

Position Title	Mathematics Education Support Hub Manager
Classification	Level 8
Position Number	7013565
School/Office	Library Services
Division	Division of Education and Students

POSITION PURPOSE

The Mathematics Education Support Hub (MESH) Manager plays a key role in supporting the learning priorities in the area of mathematics, statistics and numeracy support. Managing a specialised team of advisors, the MESH Manager contributes to the development of operational plans that are in alignment with the University's strategic objectives for student success.

The Learning Advisors, MESH report to the MESH Manager, and work with the academic community, other mathematics, statistics and numeracy education support staff in the context of an integrated service model. This position addresses the University priority of developing literacies in the context of integrated learning outcomes. The position identifies strategies for improving curriculum and assessment and delivery to support the Mathematical literacy needs of students.

The MESH Manager delivers workshops and advises students on study related numeracy issues, consulting with teaching staff on curriculum design, providing advice and assistance with numeracy initiatives in Schools and liaison with relevant University entities as required.

KEY ACCOUNTABILITIES

1. **Lead and manages** the MESH Team by developing strategies for maths and statistics education and support and proactively supporting staff to ensure student success.
2. **Use** a variety of data sources and student feedback to inform planning and continuous improvement.
3. **Identify and recommend** strategies for improving curriculum and assessment.
4. **Promote** MESH to enhance curriculum, assessment and delivery in-line with Library and University learning and teaching strategic plans.
5. **Deliver and evaluate** MESH Transition Programs to ensure sustained student participation,

- satisfaction and success in the numeracy transition programs and support workshops.
6. **Partner** with Schools to identify and develop resources for providing numeracy and statistical support to students across year levels
 7. **Provide** high-level analysis on retention issues related to the academic numeracy and statistical needs of students and provide expert advice about appropriate strategies and supports to implement to ensure student success.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Postgraduate qualifications** or substantial progress towards a postgraduate qualification, and extensive experience in a relevant field, such as mathematics or numeracy education and/or an equivalent combination of relevant experience and/or education/training in a teaching environment.
2. **Demonstrated capacity to design, organise and deliver academic mathematics, statistics and numeracy workshops** and to develop and implement resources at different levels for face to face and/or online delivery.
3. **Evidence of capacity to work collaboratively** with academic staff, senior staff and others at all levels across the organisation, on a range of disciplines to bring about improved learning outcomes for students in individual units or courses.
4. **Demonstrated familiarity with effective teaching resources and strategies** for facilitating mathematical, statistical and numeracy success in students from diverse socio-cultural and language backgrounds.
5. **Demonstrated ability to take initiative**, independently prioritise tasks to meet deadlines, and consistently achieve high-quality results, along with a demonstrated commitment to excellence, sound judgment, and effective collaboration as a team member to achieve successful outcomes.
6. **Demonstrated ability to manage and lead a team of professional staff** and ensure direct reports are provided with direction and support.

KEY RELATIONSHIPS

- **This position reports to:** Associate University Librarian, Student Skills and Engagement
- **This position supervises:** 5 x Learning Advisors, MESH
- **Key internal relationships:**
 - Learning Advisors, MESH
 - Academics in mathematics and statistics
 - Library Managers and Coordinators in the Student Skills and Engagement Team
- **Key external relationships:**
 - Relevant external Mathematics organisations and associations

CHALLENGES

- Leading a team to deliver quality maths and stats programs and workshops across the University's campuses
- Remaining responsive to retention data to inform decisions about content and delivery
- Working within the University Library and partnering with other library services to achieve student success

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity
- As the Library operates on multiple campuses is an expectation of the role that it may be required to travel to and work from any campus library subject to appropriate notification.

Approved by:

Date: