



**PROGRAM COORDINATOR**

Western Sydney University The College  
Supports Equal Opportunity, Workplace Health and Safety  
& Cultural Diversity

# Position Description

|                        |   |
|------------------------|---|
| <b>JOB TITLE</b>       | Program Coordinator   |
| <b>POSITION NUMBER</b> | NEW   |
| <b>DIRECTORATE</b>     | Academic Pathway Programs (APP)   |
| <b>CLASSIFICATION</b>  | Academic Pathway Programs Coordinator – Learning and Teaching Coordinator |
| <b>REPORTING TO</b>    | Associate Director, Learning and Teacher Delivery                         |
| <b>DIRECT REPORTS</b>  | Subject Coordinator; Teacher  |
| <b>LOCATION</b>        | Blacktown (Nirimba)   |
| <b>DATE</b>            | April 2024  |

## PURPOSE OF THE POSITION

The Program Coordinator takes a key leadership role of the program for which they are responsible. The Program Coordinator provides overarching strategic oversight for the academic quality of the program. The Program Coordinator manages the delivery of the curriculum to ensure program quality is consistent and compliant with The College and University Academic Standards.

## ORGANISATIONAL CONTEXT

Western Sydney University Enterprises Pty Limited, trading as Western Sydney University, The College, is a not-for-profit company, wholly-owned entity of Western Sydney University. Located in the heart of one of Australia's fastest-growing economic regions, The College is committed to unlocking the potential of the Western Sydney community, regardless of background or prior education, and places emphasis on strong partnerships and investments in infrastructure and innovation.

The College is constantly working to provide new study options, pathway programs and support services to ensure all students in the Western Sydney region have access to a world-class education and works with local businesses and industry leaders to develop courses that focus on preparing graduates for the global workforce.

Created in 2006, the College has its antecedents in English language and Foundation studies programs offered by various University Schools and entities since the 1980s. The College draws upon 18 years of experience and is committed to three underlying principles of growth and diversity – multiple locations, multiple products, and multiple modes of delivery.

The College offers the following:

- Academic Pathway Programs, including University Foundation Studies and Diploma Programs, Associate Degree Programs and Undergraduate Certificates

- English Language Programs
- English Language Entrance Test and preparation courses including IELTS (International English Language Testing System), PTE (Pearson Test of English) and OET (Occupational English Test), and
- Vocational Programs (RTO – Registered Training Organisation).

With multiple campuses spread across the heart of Western Sydney in Blacktown (Nirimba), Bankstown, Penrith (Kingswood), Parramatta and Sydney Olympic Park, The College combines modern architecture with rolling hills, blue skies and landscaped gardens. While each campus has its own unique attributes and atmosphere, all are friendly and multicultural, and well connected by public transport.

## CONSTRAINT/AUTHORITY LEVEL

The position operates in accordance with The College policies, and the requirements of relevant legislation, awards, and agreements. The position operates under the broad direction of the Associate Director, Learning and Teaching Delivery.

## KEY ACCOUNTABILITIES

- Provide academic leadership in the strategic direction of the program in conjunction with the Product Directorate.
- Lead and monitor the overall program delivery.
- Play a lead role in the curriculum development process, in accordance with the academic governance processes and product lifecycle strategy and approach.
- Provide leadership in education delivery through implementing effective learning and teaching innovations and pedagogy to increase student engagement and retention.
- Oversee professional development of teaching staff related to innovative pedagogy.
- Represent the program at relevant academic committees and other governance structures as appropriate.
- Develop processes in partnership with the Associate Director, Learning and Teaching Delivery, Associate Director, Online Learning and Teaching Delivery, and the Associate Director, Academic Success to ensure an evidenced based strategy for continuous improvement and rigorous academic governance at the program level.
- Champion the implementation of best practice assessment at a program level in alignment with the overarching College strategy.
- Undertake resource planning as required, including supporting staffing budget profiles and work plans. Undertake performance reviews of program teaching staff.
- Play a lead role in all aspects related to the quality delivery of the program, consistent with the overarching delivery strategy and in partnership with the Associate Director, Academic Success, including but not limited to results processing, course completion matters, subject offerings and timetables, learning guides, subject outlines, assessment mapping, and academic reports.
- Together with the Associate Director, Learning and Teaching Delivery, the Associate Director, Online Learning and Teaching Delivery, and the Associate Director, Academic Success address issues in respect to program progression, retention, and success.

- Champion academic related changes to the program in partnership with the Product Directorate.
- Manage, lead, and coach Subject Coordinators and Teaching staff.
- Provide leadership in transition pedagogy, strengths-based approach, and overall academic development.
- Play a lead role in all aspects related to the quality delivery of the program, consistent with the overarching delivery strategy and in partnership with the Associate Director, Academic Success, including but not limited to results processing, course completion matters, subject offerings and timetables, learning guides, subject outlines, and assessment mapping.
- Play a leading role in growing professional relationships internally and externally with Western Sydney University staff and industry.
- Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

## KEY SELECTION CRITERIA

1. Undergraduate degree in a relevant discipline area, plus a postgraduate teaching qualification or equivalent industry (educational) experience.
2. Experience in teaching at Senior High School, TAFE/VET or first year University level, OR coaching /training staff in a professional environment.
3. Demonstrated leadership of a team of educators to provide a quality learning experience.
4. Demonstrated experience in innovative curriculum and course development and review, including an ability to manage and apply transition pedagogy principles.
5. Demonstrated experience in the delivery and implementation of evidence-based strategies for continuous improvement and rigorous academic governance.
6. Proven ability to assess priority of tasks, manage workload and meet multiple (or conflicting) deadlines in a busy education environment.
7. Demonstrated high level interpersonal, negotiation and communication skills with the ability to develop and maintain networks and relate to stakeholders from diverse backgrounds.
8. It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working with Children Clearance (WWCC) in accordance with the NSW Child Protection (Working with Children) Act 2012.

## POSITION DIMENSIONS

### Multi-Campus

Given the multi-campus responsibility associated with this role, the position is required to travel across all College campuses frequently. This is an inherent requirement of the role.

### Work Health and Safety Statement

The position is required to cooperate with all health and safety policies and procedures of The College and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to The College.

### Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered to, in order to comply with The College policy.

## RELATIONSHIPS

Reporting to this position are:

- Subject Coordinators
- Teachers

Success in the role will be dependent on developing and maintaining positive relationships with:

- Associate Director, Learning and Teaching Delivery
- Associate Director, Academic Success
- Director, Product and the Product Directorate team
- Associate Director, Online Learning and Teaching Delivery
- Academic Pathway Programs colleagues
- The College and Western Sydney University colleagues
- External partners

## CHALLENGES

Major challenges facing the position are:

- Engaging and motivating a diverse team of educators.
- Working with a variety of staff in a busy educational environment.
- Working with other Program Coordinators across multiple campuses.
- Working with diverse student cohorts.
- The need to meet prescribed outcomes withing a limited timeframe.

## EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies, procedures, guidelines and systems of The College.

| Signatories  | Name | Signature | Date |
|--------------|------|-----------|------|
| Staff Member |      |           |      |
| Supervisor   |      |           |      |

*Reviews of this position description should occur at performance review. Any agreement to amend or alter this document will require it to be signed and dated as a new document.*