

# POSITION DESCRIPTION



## Manager, Academic Integrity

### POSITION DETAILS

Position Title	Manager, Academic Integrity
Classification	Level 8
Position Number	NEW
School/Office	Quality and Integrity Portfolio
Division	Division of Education and Students

### POSITION PURPOSE

The Manager, Academic Integrity will be responsible for planning and implementing systematic approaches, policies, procedures, and initiatives aimed at promoting and upholding award integrity at WSU. This role involves a combination of strategic planning, policy advice and development, staff education, resource development, communications, project management, and continuous improvement of processes.

Working closely with the PVC Quality and Integrity, this role will develop, implement and maintain innovative and timely business solutions to a range of complex academic integrity challenges, ensuring alignment to the Higher Education Standards Framework and TEQSA guidance. The Manager, Academic Integrity will collaborate with senior staff members across the Divisions and Faculties and provide high-level project management and support for a range of strategic, education-focused initiatives, including but not limited to those set out in the *WSU Institutional Action Plan to Mitigate Risks of Generative AI on Award Integrity*.

This position operates with a high degree of autonomy and will build and maintain professional relationships with key stakeholders throughout the University.

### KEY ACCOUNTABILITIES

1. Provide high-level academic integrity advice and create strategic communication and operational plans for the PVC Quality + Integrity and Director, Education Quality, Standards & Integrity.
2. Analyse and synthesise diverse information and inputs to identify specific areas of award integrity risk, producing, and where appropriate implementing, recommendations to address these, ultimately enabling WSU to take action to mitigate foreseeable risks.
3. Coordinate the establishment of an academic integrity network across the University to enable a collaborative and comprehensive approach to the securing of assessment and graduate outcome validity.

4. Develop and manage the implementation of policies, procedures, and guidelines to promote and uphold award integrity, including a range of initiatives to prevent, detect and manage academic misconduct, as a key element of award assurance.
5. Project manage the execution of plans set out in the *WSU Institutional Action Plan to Mitigate Risks of Generative AI on Award Integrity*. Monitor and evaluate effectiveness of initiatives, tracking key performance indicators, analysing data, and identifying areas for improvement. Compile reports to present findings and recommendations.
6. Provide a broad range of specialist professional support and advice to promote and embed robust academic award integrity standards across all aspects of educational practice at WSU, including program delivery arrangements with any other party and/or offshore locations.
7. Contribute to the development, administration and evaluation of staff training on academic misconduct and the development of good practices in maintaining academic and research integrity.
8. Contribute to and disseminate resources, ensuring clear, current and accessible information is provided on award integrity through staff and student channels (e.g., Education HQ, website, workshops, etc) that is aligned with external requirements, best practice, emerging issues, and sector changes, including but not limited to relevant Higher Education Standards and TEQSA guidance.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Postgraduate qualifications or progress towards postgraduate qualifications in a relevant field, and/or extensive relevant experience, preferably in a higher education setting.
2. Extensive demonstrated experience in the successful design-to-implementation of best practice processes, preferably relating to academic integrity, including policy development, trend analysis, and performance tracking.
3. Demonstrated high level written communication skills, including the ability to interpret complex issues appropriately and write synthesised commentary and advice.
4. Demonstrated high level analytical, research and problem-solving skills, including the ability to interpret legislation, policies, and procedures, and provide advice.
5. Demonstrated project, organisational and time management skills, including the ability to prioritise, monitor workflows and meet deadlines.
6. Demonstrated high level of consultation, facilitation, and negotiation skills, including the ability to liaise with senior management, staff, and external stakeholders in a professional manner.

## KEY RELATIONSHIPS

- **This position reports to:** Director, Education Quality, Standards & Integrity
- **This position has no supervisory responsibilities.**
- **Key internal relationships:**
  - Director, Education Quality, Standards & Integrity
  - PVC Quality and Integrity
  - Learning and Teaching Portfolio
  - Director, Complaint Management and Resolution
  - Company Secretary, Entities and Associate Director, Secretariat
  - Office of the PVC Research and Enterprise
  - Heads of School, Associate Deans (Learning and Teaching), Teaching and Learning staff
  - Other staff within the DVC(E&S) Division, incl. The Library and Student Success
  - Office of the PVC, Global Partnerships and Transnational Education
- **Key external relationships:**
  - Educational and Third-Party Partners
  - Higher Education Sector

## CHALLENGES

- Navigating competing priorities across multiple stakeholder groups while maintaining service quality.
- Responding to evolving student needs and expectations in a hybrid learning environment.
- Ensuring compliance with complex and changing regulatory frameworks.

## 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
- Public Interest Disclosure Policy
- Enterprise Agreement/s
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by:**

**Date:**