

Position Description Form

Position Title: Copyright Coordinator	
Department: Quality & Compliance	
Position Reports to: Head, Quality and Compliance	
Direct Reports: None	
Position Description Issue Date:	TBA
Location: For Teaching Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location. For all other Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

To monitor the ownership and use of creative works such as textual material, artistic and musical work, videos and other recordings as protected by the Copyright Act 1968 (Cth). The Coordinator is responsible for providing copyright information to staff on all levels at Melbourne Polytechnic as required. The position is required to work in close collaboration with the library, resources unit and content creating units supporting the creation and correct use of copyrighted material within the institute.

Position Description Form

Key Responsibilities

1. Stakeholder engagement

- Contribute to the development of policies and procedures dealing with content creation at Melbourne Polytechnic.
- Support organisational capabilities to enable staff understand and meet the requirements of the Copyright Act.
- Support the cooperation and assistance of staff and related third party stakeholders in order to meet expected standards.
- Identify and report of risk areas of non-compliance within a department. Provide advice to staff as required to identify solutions and mitigate the identified risk areas.
- Work collaboratively with relevant departments and other internal stakeholders to facilitate continuous improvement.
- Liaise with CAL, VTA and other appropriate external stakeholders in developments in copyright and for monitoring requirements.

2. Continual Improvement

- Advice and support staff in the departments to implement quality and continuous improvement initiatives under the direction of the Head, Quality and Compliance.
- Interpret and advice the departments in the implications of internal and external policy changes in relation to Copyright.
- Coordinate the dissemination and exchange of best practice.
- Participate in improvement teams, working parties, networks and committees as required.
- Other related responsibilities as directed by the Head, Quality and Compliance.

3. Audits and Reviews

- Maintain an ongoing compliance review process to meet regulatory requirements.
- Undertake internal audits as directed to ensure contractual obligations and regulatory requirements of the departments are met. Report and recommend on risks and continuous improvements as identified.
- Provide regular reports, including recommendations for rectification on the outcomes of internal reviews and audits of Melbourne Polytechnic's Internal Audit Plan in accordance with the approved schedule and as required.
- Provide support for all external audit activities as required as it relates to copyright
- Prepare and support internal staff in relation to external audit requirements.

Position Description Form

Key Relationships

Internal

Head, Quality and Compliance
Library Management Team
Department Managers
Program Leaders and Leading Teachers

External

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

Relevant tertiary qualifications and/or knowledge of Intellectual Property law with an emphasis on copyright law within the education sector, particularly further education sector.

- Demonstrated understanding of the principles of copyright and the continuous improvement and application in an education and training organisation.
- Demonstrated:
 - a. analytical and problem-solving skills, and
 - b. systems and process development skills including identification of issues of importance, and development of effective solutions. The ability to support the development of policies and procedures and facilitate their implementation as applied to copyright
- Demonstrated excellent interpersonal, verbal and written communication skills, including the ability to support groups of staff and interact effectively to deliver effective internal advisory services.
- Ability to persuade, convince and negotiate with staff in the pursuit of meeting the Institute's contractual and legal obligations.
- Excellent time management skills, with the ability to manage at times heavy workloads; maintain accuracy, attention to detail and meet deadlines; ability to work under pressure and capacity to resolve issues with limited assistance.
- Ability to negotiate and prioritise whilst balancing competing and complex organisational needs and to work independently and co-operatively as an effective member of a team to achieve shared goals and objectives.

Behavioural Competencies

Position Description Form

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off

Employee's Name

Department Manager's Name

Employee's Signature

Department Manager's Signature

Date: / /

Date: / /