CIRRICULUM SERVICES OFFICER

DEPARTMENT/UNIT: Education Services
FACULTY/DIVISION: Faculty of Education
CLASSIFICATION: HEW Level 5
WORK LOCATION: Clayton campus

ORGANISATIONAL CONTEXT
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

Monash Education is nationally and internationally recognised for excellence in teaching and research. Operating across two campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world. Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary, secondary education, a wide range of postgraduate coursework in education, counselling, psychology and educational and organisational leadership, and research degrees. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time. To learn more about Monash Education, please visit our website: www.education.monash.edu.au/.

POSITION PURPOSE
Working collaboratively within the Education Services team, the Curriculum Services Officer participates in and contributes to the extensive work of the Faculty’s Education Portfolio as it engages with key University teaching and learning transformation agendas. With a focus on University, enterprise and faculty bespoke curriculum and qualitative systems; this position delivers high quality administrative services to ensure the integrity of the Faculty’s curriculum data and contributes to quality teaching evaluations through participation in the Student Evaluation of Teaching and Units (SETU) process. The position supports the curriculum lifecycle processes, facilitates the continuing and executive education approvals process, and provides high-level administrative support to faculty committees, initiatives and events, which promote and support faculty strategic and operational objectives.

Reporting Line: The position reports to the Curriculum Services Coordinator under general supervision
Supervisory Responsibilities: There are no supervisory responsibilities attached to this position
Financial Delegation: Not applicable
Budget Responsibilities: Not applicable
KEY RESPONSIBILITIES

1. Create, maintain and review faculty course and unit information within University enterprise systems (e.g. Callista, CUPID, CourseLoop, TRIM) and faculty databases, by liaising with other University departments as required and ensuring data integrity is maintained at all times.

2. Facilitate the smooth transition of student enrolments across course and unit versions by effectively organising Callista and associated data processes, including the revision, maintenance and publishing of course maps.

3. Contribute to course and unit quality assurance practices by coordinating the Faculty’s Student Evaluation of Teaching and Units (SETU), Unit Action Plan Report processes and participating in curriculum performance enhancement projects.

4. Coordinate the accreditation/re-accreditation process for the Faculty’s Executive and Continuing Education programs including establishing timelines, documentation accuracy, liaising with key stakeholders and records maintenance.

5. Provide Executive Officer and event management support to committees and working groups including the Faculty’s Program Sub-committees, and participate in faculty and University forums including committees, reference groups and working parties.

6. Ensure compliance with University and faculty policies and procedures as they relate to courses and units, and contribute to team planning processes and the review of faculty policies and procedures.

7. Provide high level administrative support to education portfolio initiative and key curriculum responsibilities including course and unit approvals/amendments, annual course and Handbook update processes and curriculum resource creation and renewal.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Completion of a degree without subsequent relevant work experience; or
   - Completion of an advanced diploma with subsequent relevant work experience in the tertiary education sector; or
   - An equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Experience providing excellent professional administrative support services in a busy and complex environment with high attention to detail, accuracy and the ability to follow established policy and procedures.

3. Demonstrated high-level organisational skills and time management practices, including the ability to set priorities, manage time, plan work to meet competing deadlines and work effectively under pressure while maintaining high accuracy and quality standards.

4. Well-developed communication and interpersonal skills, with the demonstrated ability to work collegially, collaboratively and effectively in a complex environment.

5. Proven ability to work under general supervision and as an effective member of a team, exercising self-motivation and initiative to identify, investigate and make considered recommendations to resolve issues or escalate as appropriate to a senior staff.

6. Highly developed computer literacy skills and knowledge in the use of Microsoft Office, email, online computing systems, web based databases and the ability to create and maintain web page content.

7. Demonstrated commitment to high-quality service, customer care and effective stakeholder engagement.
OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.