## Position Description

### Curriculum Manager
School of Policing Studies  
Faculty of Business, Justice and Behavioural Sciences

<table>
<thead>
<tr>
<th>Classification</th>
<th>Level B/C</th>
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<tbody>
<tr>
<td>Delegation band</td>
<td>Delegations and Authorisations Policy (see Section 3)</td>
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</table>
| Special Conditions | This appointment is conditional upon satisfying and maintaining the requirements of the NSW Police Suitability check.  
The appointment is conditional upon adhering to the NSW Police Force Student Management Dress and Grooming requirements.  
Requirement for all academic staff to undertake three (3) days of annual field placement as part of ongoing professional development. |
| Location | Goulburn |
| Workplace agreement | Charles Sturt University Enterprise Agreement |
| Date last reviewed | June 2023 |
About Charles Sturt University

Purpose
The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision
Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:
- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals
To deliver on our purpose and vision, the university has three key goals:
1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values
Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures
In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

<table>
<thead>
<tr>
<th>Our Students</th>
<th>Commencing progress rate</th>
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<tbody>
<tr>
<td></td>
<td>Student experience</td>
</tr>
<tr>
<td>Our Research</td>
<td>Research income</td>
</tr>
<tr>
<td></td>
<td>Research quality and impact</td>
</tr>
<tr>
<td>Our People</td>
<td>Engagement</td>
</tr>
<tr>
<td></td>
<td>All injury frequency rate</td>
</tr>
<tr>
<td>Our Social Responsibility</td>
<td>Underlying operating result</td>
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<tr>
<td></td>
<td>Community and partner sentiment</td>
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</table>
Faculty of Business, Justice and Behavioural Sciences

In the Faculty of Business, Justice and Behavioural Sciences our specialities are in policing, law, criminology, security, emergency management, psychology, accounting, engineering, human resources, marketing, business management, computing, customs and excise, and information technology. We possess excellent relationships with our industry, government, and community partners. Our research is high impact, practical and at world standard.

Underpinning all our actions is our purpose *Yindyamarra Winhanganha* ‘the wisdom of respectfully knowing how to live well in a world worth living in’. We are guided by *Our vision* ‘Australia’s leading regional university advancing the careers of our students, inspiring research excellence, and driving regional outcomes with global impact’ and our *four strategic focus* areas – Students, Research, People, Social Responsibility plus First Nations.

Over 300 academic staff deliver distinctive courses, online and on-campus, supported by a skilled team of professional staff. On-campus courses are delivered at the university’s Albury-Wodonga, Bathurst, Canberra, Port Macquarie and Wagga Wagga campuses.

Academic staff within the faculty undertake impactful research that engages with governments and professional organisations, nationally, internationally and in regional communities, ensuring excellent supervision of Higher Degrees by Research students.

Further information on the faculty is available at: [bjbs.csu.edu.au](http://bjbs.csu.edu.au)

School of Policing Studies

The School of Policing Studies is located at the Goulburn New South Wales Police Academy The School and the NSW Police Force (NSWPF) have formed a unique partnership to design, develop and deliver tertiary courses in policing. The partnership is an important strategy in the development of police recruit training in NSW. The resources of both a large residential police academy and a responsive and progressive university have been brought together to provide balanced and innovative services in police recruit-level training and education.

Courses on offer include the Associate Degree in Policing Practice (ADPP): an entry-level associate degree course into the NSW Police Force and the University Certificate in Workforce Essentials (UCWE): an enabling course that is a mandatory pre-entry-level requirement for those aspiring to pursue a career in the NSW Police Force, including entry into the ADPP. The subjects have been designed in extensive consultation with police, the justice community and academics. This ensures subjects are vocationally relevant and up to date, producing ethical and professional graduates ready for a rapidly changing police and community environment. Many of the academic staff are either former domestic or international police officers or expert practitioners in policing-related disciplines such as communications and ethics. This gives the school a strong practical teaching focus.
Organisational chart

**Reporting relationship**

This position reports to: Head, School of Policing Studies
This position supervises: Academic Coordination Unit (ACU) Team

**Key working relationships**

- Executive Dean
- Deputy Dean
- Faculty and School staff
- Associate Deans and Sub-Deans
- Course Directors
- Division and Support services
- External Industry stakeholders
Position Overview

The Curriculum Manager provides leadership in planning and curriculum development, as well as academic management in relation to the Associate Degree in Policing Practice (ADPP), and the University Certificate in Workplace Learning (UCWE) within the School of Policing Studies. The Curriculum Manager leads the Academic Coordination Unit (ACU) through course design, quality assurance, delivery and evaluation of the Associate Degree in Policing Practice (ADPP) to ensure a high-quality learning experience for students that supports Charles Sturt University’s (Charles Sturt) strategic priorities for curriculum learning and teaching, including online, practice-based and indigenous.

Principal Responsibilities

1. Lead and maintain a culture of collaboration between the University and NSWPF across a range of activities and processes related to course design, delivery, accreditation, quality assurance and evaluation that lead to the creation of an engaging student experience that places quality education at its core.
   - Manage staff in the ACU – workload and project deadlines.
   - Manage work arrangements.
   - Manage the QA process for curriculum and assessment (Decision point re content of assessment item).
   - QA MSI’s.
   - Assessment verification - manage the Assessment pre and post-briefing and analysis - Exam evaluation – review and evaluation prior to student issue – liaison with Associate Head and New South Wales Police Inspectors Constables Education Program (CEP);
   - Liaise closely with the educational design team.
   - Manage curriculum delivery projects e.g. ICT - Teaching spaces e.g. Scenario village refurbishment e.g. Students need to bring a tablet.
   - Oversight re moderation policy and QA process re student assessment items.
   - Assessment and exam scheduling and implementation. Manage the process including print and appointing exam managers; room allocations; staff and invigilator attendance.
   - Maintain ADPP Examination Bank and ensure the security of same.
   - Post assessment: - exam evaluation – with the Associate Head of School and NSWPF CEP Inspectors review examination/assessment results prior to release.
   - Liaise with School administration staff re-examination data and grade book etc.

2. Manage the direction of the ADPP curriculum ensuring that it aligns with University and Faculty and NSWPF objectives/goals.

3. Apply the Charles Sturt model for developing learning and teaching in all aspects of the role, including course design, implementation, performance evaluation and improvement, and administrative functions.

4. Facilitate the giving and receiving of feedback related to course design and processes within and across courses, Faculties, Schools, Divisions of the University and relevant NSWPF sections.

5. Monitor, analyse, interpret and report course data to relevant stakeholders in a timely and appropriate manner, including relevant Faculty committees, Heads of Schools and Associate Dean, Academic.
6. Ensure inclusive communication and practice with students including orientation, course events, and student advisory and feedback processes for the course(s).

7. Apply and communicate as appropriate, Charles Sturt’s academic regulations and policies to the course.

8. Facilitate the engagement in industry and professional liaison, seeking industry and professional support and endorsement for courses, as appropriate, and contribute to course promotion and marketing.

9. In collaboration with relevant University and Faculty leaders and relevant NSWPF staff, lead the ACU in applying Charles Sturt learning and teaching frameworks, standards, methodologies, processes, technologies and tools.

10. Where appropriate, collaborate with other Course Directors, Division of Learning and Teaching in building a community of practice for professional learning and sharing of good practice in course design.

11. Represent the University in a positive and professional manner in a range of settings.

12. Provide advice to the Head of School and Associate Head of School in relation to, staff engagement, outcomes, development and review.

13. Other duties appropriate to the classification, including teaching, research or professional activities, as determined by the Executive Dean.

Additional Responsibilities at Level C

1. Make a significant contribution to the discipline in the scholarship of teaching and/or research/creative works or professional activity, which is recognised at national and international levels;

2. Make substantial contributions to the advancement of his/her discipline, profession and academic unit through leadership in the scholarship of teaching and/or research/creative works or professional activity; and

3. Provide leadership and foster partnerships with the professions that bring direct benefit to the strategic work of the university, in terms of teaching, workplace learning, course profile and/or areas of research strength.

4. Provide leadership and management for curriculum development, coordination, and delivery of subjects and/or courses as required. This may include coordinating and/or leading other staff including sessional academic staff.
Role-specific capabilities

This section comprises capabilities from the Charles Sturt Capability Framework identified as essential or critical for success in this role.

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<thead>
<tr>
<th>Capability</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Focus on service</strong></td>
<td>Strive to meet the needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).</td>
</tr>
<tr>
<td><strong>Live our values</strong></td>
<td>Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.</td>
</tr>
<tr>
<td><strong>Take action</strong></td>
<td>Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).</td>
</tr>
<tr>
<td><strong>Listen closely</strong></td>
<td>Dig deep to understand others, using self-insight to build team spirit and recognise efforts.</td>
</tr>
<tr>
<td><strong>Plan and organise</strong></td>
<td>Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.</td>
</tr>
<tr>
<td><strong>Follow instructions and procedures</strong></td>
<td>Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.</td>
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Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university’s [Driver Safety Guidelines](#).
Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential Criteria – Level B

A. A masters or doctoral qualification appropriate to the discipline, or equivalent accreditation and standing.

B. Demonstrated capacity for leadership in course design and evaluation, teaching and learning, leadership in the use of e-learning technologies and proficiency in application of course data for implementation, and quality assurance.

C. Demonstrated knowledge and skill in the educational design of courses and/or subjects, including experience in problem-solving in all aspects of the course review, design and implementation process.

D. Knowledge of the tertiary education sector, including the tertiary education landscape, University governance, academic and administrative processes, legislation and registration compliance requirements, equity principles and education for sustainability.

E. Demonstrated ability to apply collaborative processes in a timely manner to ensure finalisation and delivery of course design and implementation, and to meet University governance, academic and administrative requirements.

F. Demonstrated experience in managing student matters including providing course advice and responding to feedback and complaints.

Essential Criteria - Level C

A. A doctoral qualification, relevant to the discipline or equivalent accreditation and standing.

G. A record of significant achievement relevant to the discipline area, and at a national level, in the scholarship of teaching and/or research/creative works or professional activity.

B. Evidence of and a demonstrated commitment to the delivery of high-quality student-centred learning and teaching.

C. Significant knowledge and understanding of the discipline gained through industry experience and/or scholarly activities or similar.

D. Demonstrated ability to provide effective leadership in an academic setting.

E. Demonstrated high-level written and oral communication and interpersonal skills including negotiating, presenting, active listening and giving and receiving of constructive feedback.