

Position Description

Senior Curriculum Officer



Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty Services, Faculty of Health
Employment	Full-Time, Continuing
Location	Flexible
Classification	HEW level 6
Reports to	Coordinator, Curriculum

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Overview

The Senior Curriculum Officer is responsible for the development and changes to current units and courses, including the approval process and implementation of course and unit information (systems, publications, handbooks, database etc.). Support for academic administrative processes including unit guide development, eVALUate (student survey), textbook orders, etc.

Support curriculum systems and provide course data analysis, evaluation, and reporting. In addition, this role provides liaison, logistics coordination and support for external professional body course accreditation and re-accreditation.

Reporting to the Coordinator, Curriculum the (role) will

- Support the annual handbook and curriculum update including the implementation of unit and minor course change proposals, Quality Assurance checking across BRUCE and Callista and support review and implementation of required terminology updates.
- Support academic administrative processes e.g unit guide development, unit chair changes, textbook coordination, and review of course maps, pre-enrolled units, progression rules, course intakes, course and unit changes (as required).
- Plan, support and oversee the implementation of curriculum changes related to the course and unit development and review cycle which may include minor course changes, course revisions, course discontinuations, course proposals, major course reviews/course continuations.
- Investigate and probe for the facts and identify relevant solutions, whilst providing advice to curriculum processes and select the most appropriate from the range of alternatives. Provide timelines for any curriculum related queries in line with university policies and procedures.
- Provide support and collaborate closely with various stakeholders in resolving escalated curriculum related student queries and support the development of communications.
- Engage in continuous process improvement activities and adopt new ideas relating to data collection, analysis, reporting and presentation/protocols, quality assurance standards and customer service excellence.

Accountabilities

- Work collaboratively with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance. Implement strategies to promote positive emotional wellbeing across the team and regularly reflect on own behaviour.
- Bring a strong customer mindset. Strive for excellence and consult regularly with staff/students/stakeholders to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency and seek to identify ways for better service the customer.
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support.

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- Provide ethical advice to staff/students/stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Challenge existing processes by formulating creative and inclusive alternative solutions and benefits. Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.
- Plan and prioritises work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy and commitment. Maintain personal integrity and make decisions consistent with university values.

Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Experience in administration and related activities in a large organisation with complex administrative structures, policies and procedures.
- Experience working within a curriculum or academic support role within a tertiary setting or equivalent relevant experience.
- Experience in operating in a high-pressure diverse environment, involving face to face, phone and written issue.
- Experience providing services and support in a large organisation.

Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- Working with Children Check (refer to Recruitment Procedure)

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Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.