

Position Description

Academic Compliance and Curriculum Manager



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| Faculty/Portfolio | Faculty of Business and Law |
| School/Centre | Students and Education |
| Basis of Employment | Full-time (36.75 hours per week) |
| Primary Location of Work | Geelong Waterfront Campus / Melbourne Burwood Campus |
| Classification | HEW 9 |
| Reporting Line | Group Manager Students and Education |

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in India, China and Indonesia.

WHY WORK FOR OUR UNIVERSITY?

[Faculty of Business
and Law](#)

[Benefits of working
at Deakin](#)

[Deakin's Strategic
Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The Faculty of Business and Law prepares graduates for careers of the future. We harness emerging technologies to facilitate innovative, borderless, socially responsible and personalised education. Our research informs our practice and impacts the communities with whom we engage.

This position has primary responsibility for the effective development and implementation of strategies and programs to enhance the curriculum and academic compliance in the Faculty of Business and Law. This encompasses oversight of programs relating to course and unit documentation and management and ensuring compliance with relevant University and Faculty policies and procedures. The portfolio also includes responsibility for Faculty admission and credit transfer policy and process. The position provides high level strategic advice and support to senior staff of the Faculty in the areas of responsibility to enable the Faculty to achieve its strategic goals relating to curriculum and academic compliance matters.

Key Relationships:

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| Internal | The position reports to the Group Manager, Students and Education and liaises closely with the Executive Dean, the Associate Dean (Teaching and Learning), Deans and Heads of Departments, Undergraduate and Postgraduate Directors and Course Directors regarding the Faculty's academic programs. The position also works closely with the Faculty Professional Managers, and central University areas such as the DVC(Education), the Division of Student Administration and the Governance Unit |
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PRIMARY RESPONSIBILITIES

- Conceptualise, recommend and implement strategies and programs of work which respond to the Faculty's emerging admissions, curriculum and compliance requirements, including the provision of high-level strategic and policy advice to Faculty leaders on academic compliance obligations, including the design and delivery of policy and programs, concept proposals, project plans and business cases.
- Analyse and assess the potential impact of new curriculum programs and review existing programs to determine their effect on the achievement of Faculty objectives.
- Represent the Faculty by providing authoritative advice on and influencing policy development and implementation in relation to admissions, academic compliance and curriculum. This will include the provision of strategic advice to the Faculty on all matters relating to admissions, curriculum and compliance including the implementation and compliance with University policies and Higher Education legislative obligations
- Provide leadership and supervise the Faculty Academic Compliance and Curriculum team by providing clear performance expectations, career development and training opportunities. Ensure effective integration and working relationships within the teams and with other Faculty teams, Departments, Schools and central University divisions.
- Proactively contribute to the review of course and unit documentation, in particular the provision of high-level advice on strategic and academic proposals that require guidance through University approval stages.
- Manage the resolution of complex admissions, curriculum and compliance issues in partnership with key stakeholders, ensuring appropriate strategies are implemented to assess impacts and achieve outcomes.
- Develop and implement effective internal and external communication strategies to engage and inform staff, students and external stakeholders of key curriculum and governance activities and initiatives.
- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- A tertiary degree and postgraduate qualification and/or extensive relevant experience or training
- Extensive experience in tertiary education administration, particularly the development and management of curriculum and academic compliance matters including policy development and review
- Demonstrated experience in the leadership and management of staff including staff development, performance planning and building a service led culture.
- Understanding of TEQSA, CRICOS and Higher Education standards

Capabilities and Personal Attributes:

- **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders
- **Navigating Complexity:** Proactively and quickly making sense of complex issues; responding effectively to difficult and ambiguous situations
- **Leading Teams:** Uses appropriate methods to support, develop, motivate, and guide the team to achieve successful outcomes
- **Inspiring Results:** Translates strategic priorities into operational reality; inspires outcomes through others
- **Communicating with Influence:** Engages and energises others through clear and persuasive communication

SPECIAL REQUIREMENTS

- Deakin encourages staff to take recreation leave regularly to promote a healthier workplace. Leave must be taken at a mutually convenient time which meets the operational needs of the University and, where possible, the staff member's needs. In this role, there are peak operational periods in which recreation leave may not be approved
- Travel to other campuses of the University will be required on a regular basis
- A commitment to understanding the need for, and ensuring the confidentiality of the sensitive nature of information to which the position may have access

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.