Position Description
Coordinator, Curriculum

Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty Services, Faculty of Health
Location	Flexible
Classification	HEW level 7
Manager Title	Manager, Academic Services

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

Overview

The Coordinator, Curriculum works closely with the Associate Dean (Teaching and Learning) and Associate Heads of School, providing strategic and specialist advice and supporting the development and implementation of the faculty's professional accreditation and re-accreditation.

The Coordinator, Curriculum is responsible for planning, leading and delivering academic support services to the faculty including, curriculum, professional accreditation and re-accreditation, as well as overseeing the delivery of course approvals and review through shared services.

The role will coordinate and support course and curriculum development and implementation, reviews, revisions, and CRICOS registration, including the approval process and communication of course and unit information (systems, publications, handbooks, database etc.) to all stakeholders. Also required will be the coordination of curriculum systems and providing course data analysis, evaluation and reporting. In addition, this role may provide liaison, logistics coordination and support for external professional body course accreditation and re-accreditation.

Reporting to the Manager, Academic Services the Coordinator, Curriculum will

· Proactively lead and coordinate accreditation-related activities with School and Faculty staff to deliver high quality data and documentation in a timely manner and coordinate the operational processes for accreditation including site visits
· Develop and implement effective internal and external communication strategies to engage and inform faculty staff, and external stakeholders of key academic governance and curriculum activities and initiatives related to professional accreditation/re-accreditation
· Develop strong internal and external stakeholder relationships to ensure collection, maintenance and access to information and data necessary for the School's accreditation processes and ongoing management of accreditation standards.
· Implement effective project management processes to ensure activities are delivered, with clear outcomes and timeframes and to a very high standard
· Provide high-level advice and support to the Faculty, Associate Dean (Teaching and Learning), Heads of School and Course Directors on matters relating to the Faculty's academic governance and curriculum obligations, including review of course concept proposals, academic course proposals, business cases (as required in conjunction with the Faculty Director and Finance Manager), course revisions and course discontinuations.

Accountabilities

- Distil the core issues from complex information and draw accurate conclusions and present logical arguments that address the core issues. Condense complex information and next steps into simple concise terms that others can understand.
- Draw on a diverse range of people, groups and resources to identify new ways of doing things and use knowledge of innovation principles to analyse current processes and practices.
- Establish and demonstrate a high level of learning, energy and commitment and welcome feedback from others and use this feedback to improve learning.
- Prioritise work and critical activities, evaluate progress, identify relevant solutions and select the most appropriate from the range of alternatives. Challenge existing processes by formulating creative and inclusive alternative solutions and benefits.
- Identify situations in which change is needed and understand and communicate the reasons for the change. Implement change through appropriate channels and overcome obstacles to change.
- Give balanced, constructive feedback that takes in to account individual capability and supports team performance. Ensure team members responsible for implementing work priorities have role clarity, the authority to act and feel empowered and supported to act. Implement strategies to promote positive emotional wellbeing across the team.
- Actively seek feedback from customers regarding their satisfaction with products or services received. Respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build new relationships with key and influential individuals both within and outside the University.

Selection

- A Degree with substantial subsequent relevant experience; or
- Extensive experience and management expertise in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Knowledge of course and curriculum practice and process in an education environment

Capabilities

- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes
- **Innovates** creates an environment where creativity and innovation are valued.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Develops Talent** develops inclusive, capable and engaged teams to meet organisational needs.

Special Requirements

- This position requires the incumbent to hold a current Working with Children Check

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.