



## POSITION DESCRIPTION

Melbourne School of Government

### Curriculum Developer

POSITION NO	0052128
CLASSIFICATION	UOM 9
SALARY	\$123,292 - \$128,275 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months
OTHER BENEFITS	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Kylie O'Connell Tel +61 3 9035 4020 Email <a href="mailto:kylie.oconnell@unimelb.edu.au">kylie.oconnell@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Melbourne School of Government is an externally focused interdisciplinary School hosted by the Melbourne Law School. The School was established in 2013 to support, profile and extend the University's teaching and learning, research and engagement capabilities in the fields of democracy and political leadership, policy, public administration and governance, and embraces all those who work in or with government.

The Curriculum Developer will be responsible for working with academic staff to manage the development of range of different curriculum activities that contribute to the teaching and learning programs at Melbourne School of Government (MSoG) including: undergraduate breadth, short courses and other forms of custom education, and postgraduate subjects and courses.

The position will report to the Business Manager, MSoG and will be required to build positive relationships with a variety of internal and external professional and academic stakeholders and gain a thorough understanding of the University's policy and operational frameworks.

The successful candidate will be expected to be highly organised and work independently on a diverse range of tasks.

### ***1. Key Responsibilities***

- ▶ Work with academic staff to manage and oversee the development of range of different curriculum activities that contribute to the teaching and learning programs at Melbourne School of Government (MSoG).
- ▶ Review research to identify and assist with the development of curriculum.
- ▶ In conjunction with the Business Manager provide input in relation to tender proposals, masterclasses and other opportunities for MSoG.
- ▶ Work closely with the Business Manager and Human Resources to develop a workforce plan and to support the pipeline of curriculum development.
- ▶ Develop and maintain effective relationships with key stakeholders (including the Melbourne Law School (MLS) Academic Support Office, Marketing and Communications and HR).
- ▶ Establishing strong links with the University's teaching and learning divisions and academic staff in other faculties, MSoG and MLS, and Melbourne School of Professional and Continuing Education (MSPACE). Work closely with staff that are responsible for the delivery of the programs.
- ▶ Manage Research Assistants and other staff to support curriculum development including literature reviews and course material collection.
- ▶ Drafting documentation including curriculum and other materials for the School.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ A postgraduate qualification in a relevant discipline such as social sciences or law, or significant equivalent experience

- ▶ Ability to work in a flexible and changing environment, displaying initiative to achieve specified goals with changing priorities and tight deadlines, and contribute effectively as part of a collaborative effort
- ▶ High level interpersonal written and verbal communication skills, including the ability to liaise well with senior academics and to build and sustain positive working relationships and partnerships
- ▶ Ability to analyse and evaluate options and provide impartial and forthright advice on complex matters
- ▶ Highly developed time management and organisational skills with a proven ability to establish priorities, achieve objectives and meet deadlines.
- ▶ Demonstrated focus on achieving timely results, ability to use initiative and to be flexible and responsive to changes in requirements
- ▶ Previous knowledge of online and blended learning modes
- ▶ Knowledge of the tertiary education environment and an understanding of the decision-making structures within the University including the Academic Board

## 2.2 DESIRABLE

- ▶ A sound knowledge of University academic policies and procedures, and experience working with academics to produce course materials across different program levels

## 2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours, travel, etc.

# 3. *Job Complexity, Skills, Knowledge*

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Curriculum Developer works under the broad direction of the Business Manager, MSoG. The successful candidate will be expected to work with a high degree of autonomy and must display initiative, anticipate work requirements and have outstanding organisational skills to effectively manage many areas of responsibility and deliver on objectives without direct oversight.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The Curriculum Developer requires outstanding judgement and problem solving skills, this will include successfully being able to develop and manage complex projects. The successful candidate will be able to prioritise conflicting tasks and use judgement as to when to refer matters to the Business Manager, MSoG.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Curriculum Developer must develop and maintain an in-depth knowledge of School of Government structures, policies, governance framework, environment and academic standards. Detailed knowledge of broader University structures and quality, compliance and accreditation standards are also required.

The position requires strong conceptual, analytical and communications skills as well as excellent interpersonal skills.

### **3.4 BREADTH OF THE POSITION**

The successful candidate will be required to work closely with the Business Manager, MSoG and to proactively develop positive working relationships with staff members of all levels across the School of Government and the university more widely. In addition, close relationships with key external stakeholders will need to be fostered and developed.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***6. Other Information***

### **6.1 ORGANISATION UNIT**

<https://government.unimelb.edu.au>

The Melbourne School of Government is an externally focused School hosted by the Faculty of Arts, in partnership with the Faculty of Business and Economics and the Melbourne Law School. The School was established in 2013 to support, profile and extend the University's teaching and learning, research and engagement capabilities in the fields of policy, public administration and governance, and embraces all those who work in or with government.

The Melbourne School of Government provides a platform for informed, independent debate on contemporary issues of great significance to the future of Australia and our region. By bringing together expertise from across the University with that of the public, private and not for profit sectors the School works to develop workable and sustainable solutions to contemporary challenges.

Working across boundaries, the School inspires and nurtures future generations of leaders devoted to public service in all its forms and committed to improving our world. In its educational ethos, it is attentive in the development of its curriculum not only in relation to contemporary policy problems but also to the tools and methodologies of institutional development. Furthermore, it equips its graduates with skills that allow them to draw on both specialist and disciplinary input and manage engagement with diverse actors and organisations.

The School engages with those who work in and with government in a variety of ways. Our teaching programs offer first class graduate education. In addition our developing Executive Education program provides bespoke support for senior professionals interested in addressing the next challenges for public policy and public service. All of our work is grounded in rigorous and accessible research that is based on active engagement with experts in practice.

## 6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

#### **6.4 GOVERNANCE**

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>