

Position Description

Curriculum Coordinator



Faculty/Portfolio	Business and Law
School/Centre	Academic Compliance and Curriculum
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Geelong Waterfront Campus
Classification	HEW 7
Reporting Line	Academic Compliance and Curriculum Manager

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 Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin 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.

The role helps to support the realisation of the Faculty's mission through actively participating in course teams to provide comprehensive curriculum and academic compliance support to more complex course/curriculum activities. The primary purpose of the role is to coordinate curriculum and academic compliance activities for the Curriculum team. The position will take on a leadership role and provides high level administrative oversight, coordination and support to both academic staff and professional teams. The role will prepare and maintain curriculum information in related databases, systems and publications, will provide secretariat services to assigned Faculty committees or working parties and support the development of current and proposed curriculum.

Key Relationships:

Internal	<p>The position reports to the Academic Compliance and Curriculum Manager but also provides support to other members of the Academic Compliance and Curriculum Group.</p> <p>The position works closely with other members of the Academic Compliance and Curriculum Team, Manager, Academic Compliance and Curriculum, Deans of School, Heads of Department, Associate Deans, Directors of Teaching, Course Directors, Unit Chairs, Department staff and other Faculty professional teams in the oversight of curriculum related information and processes.</p> <p>The position liaises with staff in the Division of Student Administration (DSA), Deakin University Student Association (DUSA), School, Department and Faculty staff, other Faculties, the Marketing Division, Deakin International (DI), the Strategic Intelligence and Planning Unit (SIPU) and Deakin Co.</p> <p>The position must also initiate and maintain a network with staff across all campuses and be aware of activities occurring within the Faculty and the University. This position works in close association with the Academic Compliance Manager, Admission and Credit Transfer Coordinator, Course Support Coordinator and works in a team environment and contributes to the effective implementation of Team and Faculty priorities.</p>
External	<p>The position may also liaise with external bodies and clients including VTAC, TESQA, CRICOS, Deakin College, Deakin Co. and other professional organisations where required.</p>

PRIMARY RESPONSIBILITIES

- Coordinate team activities, fostering a culture of innovation and continuous improvement, ensuring clear objectives and driving the achievement of project outcomes.
- Actively participate in course teams to provide comprehensive curriculum and academic compliance support to complex course/curriculum activities and taking responsibility for the provision of clear, accurate and timely information.
- Coordinate the development and review of projects, processes and documentation to improve curriculum and curriculum activities ensuring that each stage is monitored, managed and actioned within relevant University Statutes, Regulations, policies, procedures, guidelines and timeframes.
- Develop or redefine curriculum and academic compliance procedure and interpret policy changes to ensure appropriate records are managed, monitored and maintained.
- Provide high level analysis and interpretation of data, identify trends, report on progress and provide recommendations to support the resolution of complex course/curriculum concerns/problems.

- Independently relate existing policy to work assignments, rethink the way curriculum is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques.
- Service assigned Faculty committees (e.g. Curriculum Committee) or working parties including liaising with the relevant Chair, preparation of agendas and minutes, preparing discussion papers, curriculum documents and other reports, attending to follow-up outcomes and record maintenance.
- 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 financial control and assurance, equal opportunity, occupational health and safety, risk management, 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:

Typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- A Degree with at least 4 years subsequent relevant experience; or Extensive experience and management expertise in technical or administrative fields
- A sound knowledge of compliance requirements of TESQA and CRICOS and necessary documentation required for new and existing courses.
- Operational experience of BRUCE, CALISTA and SERVICENOW systems
- High level data analysis, report writing and presentation experience

Capabilities and Personal Attributes:

- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials, processes and systems
- **Leading Teams:** Uses appropriate methods to support, develop, motivate, and guide the team to achieve successful outcomes
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders
- **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes

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 may be required.

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.