

## Position Description – Curriculum Services Officer

Updated: 14/11/2024

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Academic Quality and Enhancement
Supervisor	Manager, Curriculum Management
Classification	Higher Education Officer Level 5
Employment Type	Continuing, part-time

ROLE SUMMARY
<p>Under general direction of the Manager, Curriculum Management, the Curriculum Services Officer will work in the Curriculum Management team and support the creation and management of the Universities curriculum data.</p> <p>The role is integral in assisting the University to ensure changes to curriculum are high quality, timely and to the benefit of students.</p> <p>The Curriculum Management team plays a pivotal role in curriculum portfolio planning, design, and implementation planning.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

### KEY POSITION RESPONSIBILITIES

The Curriculum Services Officer is accountable for:

1. Creating and maintaining curriculum data in the Curriculum Management System and Student Management system in accordance with university policies and procedures.
2. Providing course and topic data reports to support the Internal Course Accreditation process.
3. Identifying and compiling relevant data to enable the effective delivery of Curriculum Management projects.
4. Providing reports from the Curriculum Management System for College Education Committees.
5. Working closely with relevant stakeholders to ensure consistency and accuracy of topic changes, in line with relevant policies and procedures.
6. Applying an understanding of the Australian regulatory and compliance requirements including the Higher Education Standards Framework, Australian Qualifications Framework and Education Services for Overseas Students Act.
7. Supporting the work of the Coordinators, Curriculum Management as required.
8. Other responsibilities in line with the level of the role may be assigned by your supervisor or the University.

### KEY POSITION CAPABILITIES

- Completion of a relevant degree or an equivalent combination of relevant experience and/or education/training.
- Experience in using a Curriculum Management System (or similar) to maintain and report data.
- Demonstrated attention to detail and the ability to process large amounts of data accurately.
- Demonstrated effective to well-developed written and oral communications skills including the ability to clearly communicate trends in data and create reports.
- Demonstrated ability to establish priorities and meet deadlines.
- Familiarity with relevant higher education legislative requirements, standards and trends.
- Demonstrated ability to work independently and exercise informed judgement and analytical skills.
- Informed problem-solving skills, with recognition of when to seek advice from supervisors.