

## POSITION DESCRIPTION

<b>Position Title</b>	Program Manager (Curriculum)		
<b>Organisational Unit</b>	Education Pathways		
<b>Functional Unit</b>	Non-Award and Enabling Programs		
<b>Nominated Supervisor</b>	Senior Manager, Non-Award Programs		
<b>Classification</b>	HEW 8		
<b>CDF Level</b>	CDF2L	<b>Position Number</b>	10604539
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	30-Oct-2024

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity)

## POSITION PURPOSE

The Program Manager (Curriculum) is responsible for the management of curriculum development, implementation, quality and review in Non-Award Programs including the English Language Centre, Foundation Studies and the Tertiary Preparation Program (Health Sciences). The position is responsible for excellence in student academic experience by developing and maintaining a relevant, cotemporary curriculum based on transition pedagogy. The position is responsible for the academic performance and compliance with university policies and processes relating to curriculum and assessment for Non-Award Programs.

The Program Manager (Curriculum) will provide high-level leadership and support to the Senior Manager Non-Award Programs, driving and implementing the Education Pathways framework and vision, and supporting the Education Policy and the ACU Strategy 2023-2033. The Program Manager (Curriculum) provides strong support to Education Pathways' projects and drives transition pedagogy, innovation and digital agenda through curriculum.

## KEY RESPONSIBILITIES

### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Accountable for excellence in student engagement in learning by supporting students' academic performance through effective curriculum and assessment practices.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

<b>Responsibility</b>	<b>Scope</b>
Manage the delivery and continuous improvement non-award programs in accordance with ACU policies and procedures, including preparing, implementing and delivering quality review processes and reports.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Supervise and support Program Coordinators to implement the delivery of non-award units.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Plan, implement and lead curriculum review and support the required changes and new curriculum development based on the assessment of student and faculty needs and based on student, staff, and other stakeholder feedback, amending assessments and resources as required.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Work collaboratively with Program Coordinators and manage the cross-campus assessment implementation and moderation to ensure consistent standards across each unit within the programs. Design and implement pre, peri and post moderation. Develop and implement academic misconduct support mechanisms for teaching staff and students. Collaborate with Program Manager (Operations) on student support.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Ensure effective administrative processes through collaboration with relevant administration teams to ensure appropriate support for administration tasks including examinations.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Design, implement and maintain a professional development program for non-award teaching and professional staff.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
In collaboration with the Senior Manager, plan and effectively monitor the approved non-award budget.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

## HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
The position manages a geographically dispersed team.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Relevant postgraduate qualification in English Language Education (preferred), curriculum development or at least one of the discipline areas of program oversight – Education, the Humanities, Mathematics, Science, Allied Health or Health Sciences.</li> <li>• Experience - Substantial experience with managing the design, implementation and maintenance of curriculum in high school, pathways or in the higher education sector.</li> <li>• Experience - Demonstrated ability to effectively lead and manage teams within an educational environment and experience in developing and implementing professional development programs for teaching and professional staff.</li> <li>• Knowledge - Knowledge of current developments in pathways, including a broad familiarity with the use of technology and e-learning applications in transition education teaching.</li> <li>• Experience - Experience in the development, implementation and review of pathways curricula, including the development and moderation of assessment tasks that are used to provide evidence of the attainment of desired outcomes to university entrance standards.</li> <li>• Skill - Demonstrated interpersonal and professional communication skills to be able to effectively communicate to a variety of people at different levels within and external to the university.</li> <li>• Skill - Demonstrated administration, planning and organisational skills, with the ability to use well-developed analytical and problem-solving skills.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>

<b>Working with Children and vulnerable adults check</b>	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.
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## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

