

# Curriculum Coordinator

Learning and Teaching Unit

Academic Division



the university  
for the real world



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Learning and Teaching Unit

At QUT we are transforming learning and teaching practices, so that our graduates are highly skilled, enterprising, and well suited to 21st century employment and careers. We are committed to increasing the flexibility of our course offerings to enable our students and graduates to thrive in changing and complex working environments throughout their lives. Our focus is on student success, partnering with students to enhance the end-to-end learner journey, and designing and delivering high quality, flexible educational experiences that enable this.

The Learning and Teaching Unit (LTU) is committed to a culture of collaboration, working in partnership with students, industry representatives, and staff across QUT to meet the evolving needs of our learners.

LTU leads and coordinates learning and teaching across QUT, leveraging existing initiatives and enabling new ways of thinking and working that are learner-centric and future-focused.

QUT's distinctive positioning as "the university for the real world" means a commitment to and investment in real-world work integrated learning, authentic assessment, a curriculum design studio approach for innovative curriculum and an increased focus on the optimisation of digital technologies to enhance on campus and online learning.

## About the Position

The Curriculum Coordinator along with the Curriculum team plays a key role in managing process around the development, maintenance and reporting of curriculum and associated course quality activities.

This role will work collaboratively and build effective working relationships with senior professional and academic staff across the University.

In particular with the key stakeholder group comprises of Heads of School and academic staff in Schools, who are major clients of the Curriculum team.

This role may be required to work on defined projects from time to time.

This position reports to the Manager, Curriculum Support for supervision, workload management and for Performance Planning and Review (PPR).

#### **Key responsibilities include:**

- Liaise with others in the Learning and Teaching Unit to coordinate the course development and approval process within Faculties, coordinating the Faculty team in the management of this process.
- Ensure compliance with relevant university policy, process and systems and, where appropriate, Faculty policy in regard to the course and curriculum area and develop / review policies, processes and priorities that support the goals of the Faculty and the University.
- Represent the Curriculum Team in a range of forums to internal and external audiences and where necessary conduct presentations, training and information seminars for staff across the University.
- Actively participate in the governance of courses and curriculum and where necessary compile submissions and reports for relevant governing, endorsing and reporting bodies.
- Be responsible for the management of information relating to courses and curriculum, including publication on QUT web pages and the production of data and information for use in various University committees and forums.
- Provide advice to Faculty senior management across the University on course and curriculum policy and process.
- This position may be required to supervise staff to achieve timely completion of tasks by prioritising and monitoring workload and ensuring appropriate training.
- Comply with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the

Enterprise Agreement. Staff undertaking any new duties will receive training;

- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

#### **Type of appointment**

This appointment will be offered on an ongoing, full-time basis.

#### **Location**

Kelvin Grove and Gardens Point campus.

## **Selection Criteria**

1. Education, training and/or relevant experience equivalent to a degree level in conjunction with at least four years relevant work experience preferably in a university environment.
2. Ability to build a team environment, providing positive leadership to staff to achieve high quality business outcomes in changing environment
3. Well-developed interpersonal skills to handle sensitive information in a confidential manner.
4. Demonstrated ability to develop effective working partnerships with all stakeholders in the pursuit of service excellence and continuous improvement initiatives.
5. Knowledge of, or ability to rapidly acquire knowledge of, policies, regulations and processes related to course and curriculum functions in a University environment and how they interact within a broader University context.
6. Well-developed problem solving skills with a future focussed thinking emphasis; demonstrated ability to identify and analyse policies, procedures, statistics and other data to achieve workable solutions to meet the business needs of clients.

#### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 7 (HEW7) which has an annual remuneration range of \$101,955 to \$111,526 inclusive of an annual salary range of \$86,889 to \$95,045 and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.