

# Curriculum Support Officer

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 Support Officer is responsible for supporting the administrative aspects of curriculum design, approval and accreditation activities within Faculties across the University.

The position is a part of the Learning and Teaching Unit's Curriculum team which delivers timely, effective and efficient services to staff and students across the University.

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

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

- Support the administrative aspects of the curriculum design, approval and accreditation activities of the University;
- Work collaboratively with academic leaders and other professional staff in the preparation of new course developments, accreditations, reports, and major and minor course changes from inception to completion, ensuring that QUT documentation standards are met;
- Collect, analyse and present data required to support curriculum developments, professional course accreditation and ongoing reporting;
- Post course change documentation and new course developments to the Learning and Teaching Unit curriculum bulletin boards for the required university-wide consultation;
- Ensure that all approved course changes and new courses are updated accurately in the relevant university systems, and coordinate the updating of any individual student Study Plans resulting from the course changes;
- Act as Secretary for University Learning and Teaching Committees, preparing agendas and minutes and coordinating post-meeting actions, as required;
- Provide support for the planning, development and delivery of Continuing/Graduate Professional Education initiatives, including liaison with relevant stakeholders in QUT's divisions;
- Contribute to efforts to develop and refine processes to streamline curriculum design, approval and accreditation activities within Faculties in the University;
- Participate in marketing and public relations activities to promote the courses offered by the Faculty of Health as required (e.g. QUT Open Day, TSXPO); and
- Adhere to Health, Safety and Environment policies, procedures, systems 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 completion of a degree in conjunction with subsequent relevant administrative experience.
2. Demonstrated well-developed written communication and editing skills, including the ability to prepare clear and concise minutes, submissions, reports, plans and complex correspondence, and to collate, analyse and present data.
3. Demonstrated well-developed organisational skills with the ability to effectively plan and prioritise work, interpret and apply rules and policy, and to complete tasks within conflicting deadlines.
4. Demonstrated ability to communicate and collaborate effectively with a wide range of people including academic and administrative staff, and representatives of external bodies.
5. Demonstrated ability to work in a team environment as well as function independently with minimal supervision.
6. Demonstrated ability to successfully utilise the Microsoft Office Suite, in particular Word documents and Excel spreadsheets, at an advanced level.
7. Demonstrated experience in retrieving, analysing and interpreting data from large-scale databases.

#### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 6 (HEW6) which has an annual remuneration range of \$92,134 to \$99,761 inclusive of an annual salary range of \$78,747 to \$85,226 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.