

POSITION DESCRIPTION

Curriculum Data and Systems Specialist



POSITION DETAILS

Position Title	Curriculum Data and Systems Specialist (Product Strategy)
Classification	HEW 8 (12 months)
Position Number	NEW
School/Office	Portfolio Management Office
Division	Division of Operations

POSITION PURPOSE

The Curriculum Data and Systems Specialist (Product Strategy) is responsible for operational oversight of the CMP tasks that are a direct result of WSU Strategy uplift, supporting the ongoing evolution of the system to meet the University's needs, including the introduction of new modules Marketer, Reviewer & eventually Subject Instance Module.

This position is also responsible for defining how curriculum data within the CMP will be uplifted and integrated as a result of changes to Policy, Procedure, and supporting frameworks associated with Product Strategy. This position will assist in reporting status of completion, as well as providing data analysis and insights to inform decision-making and drive continuous improvement.

KEY ACCOUNTABILITIES

- Manage the introduction of new changes to, and ongoing enhancement of the Curriculum Management Platform (CMP), with a particular focus on implementing changes required to drive new Policy, Procedures and Practices that have been identified as part of Product Strategy.
- Design Implementation Plans to uplift data, followed by compliance with curriculum artefacts in line with agreed tolerance for delivery.
- Ensure the integrity, accuracy and consistency of new curriculum and assessment of data fields across university systems as a result of changes to curriculum policy and procedure compliance.
- Ensure all curriculum, assessment and publication processes comply with legislative, regulatory, and university policy requirements.
- Collaborating with Curriculum Data, Systems and Administration leadership, ensure curriculum data management, processes and systems align with Product Strategy priorities

- Build and maintain effective partnerships with academic and professional stakeholders, in the context of the Program of Work to support curriculum planning, approval, and publication processes.
- Advise Executive Sponsors, DVCES Leadership Program leaders on curriculum systems, data and processes.
- Oversee, and develop operational manuals and training material for curriculum systems.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Relevant qualifications and/or relevant experience in professional leadership or senior administrative roles.
- Demonstrated experience in the Higher Education sector, preferably within curriculum management or development, with a thorough understanding of legislative and regulatory requirements relevant to curriculum development, publication and management.
- Highly developed communication and interpersonal skills, including the ability to exercise initiative and exercise discretion in judgement and influence stakeholders.
- Leadership and people management experience with the ability to align team priorities with organisational objectives, support staff development, manage performance and drive continuous service improvements which enhance student outcomes.
- Ability to analyse complex data sets and identify trends to inform decision-making, develop strategies and provide expert advice to Product Strategy Program, University Executive and senior stakeholders.
- Demonstrated high level of analytical and problem-solving skills, including the ability to design and implement streamlined operational procedures and critically reflect on work processes.

KEY RELATIONSHIPS

This position reports to: Program Manager, Product Strategy

Key internal relationships:

- Product Strategy Project Team
- Student Administration and Registrar, in particular Curriculum Data, Systems and Administration
- Faculties and Schools
- Student Success
- Quality and Integrity
- Learning and Teaching
- Property and Commercial
- Digital Services
- Data and Business Intelligence
- Governance Services

Key external relationships:

- Students
- Partner institutions
- Third Party Providers
- Regulatory and accrediting bodies
- Government departments
- External vendors and suppliers

OCCUPATION SPECIFIC CAPABILITY SET



SFIA Capability	Code	Level	Rationale
Application Support	ASUP	4	Provides advanced support for curriculum, student and teaching systems, including issue diagnosis, configuration, data corrections, and system optimisation.
Incident Management	USUP	4	Acts as a Tier 2/3 escalation point for complex system and data incidents affecting curriculum, timetabling, student administration, and learning platforms.
Business Analysis	BUAN	4	Identifies business needs, analyses curriculum and student administration processes, and translates requirements into system and service improvements.
Service Management	SLMO	4	Monitors service performance and system availability, ensuring curriculum and teaching systems meet agreed service levels and user expectations.
Business Process Improvement	BPRE	4	Reviews and improves curriculum management, course approval, timetable, enrolment, and academic administration processes.
Knowledge Management	KNOW	4	Develops and maintains operational procedures, user guides, training materials, and knowledge of articles for curriculum and student systems.
Stakeholder Relationship Management	RLMT	4	Collaborates with academic staff, curriculum teams, students, IT teams, and system vendors to ensure effective service delivery and continuous improvement.
Information Security	SCTY	4	Ensures curriculum and student data is managed in accordance with privacy, cybersecurity, governance, and regulatory requirements.
Data Management & Governance	DATM	4	Maintains data quality, consistency, integrity, and governance across curriculum and student systems.
Data Analysis	DTAN	4	Analyses curriculum and student data to support decision-making, reporting, compliance, and operational improvements.

CHALLENGES

- Effectively align curriculum systems to institutional strategy in partnership with business teams.
- Maintaining and uplifting the accuracy, consistency and compliance of curriculum and assessment data across evolving systems in a highly complex operating environment, ensuring successful delivery of Implementation Plans and driving the uplift of policy, procedure and frameworks as part of Product Strategy program of work.
- Enabling timely and reliable reporting for institutional and program-level decision-making while achieving results that improve the overall student experience.
- Continually evolving systems and processes to meet changing regulatory expectations and university strategy.
- Championing the student's experience in curriculum design, approval, and implementation.
- Managing diverse and competing stakeholder needs across academic and professional areas, while driving continuous improvement, influencing policy, and the adoption of new technologies.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: