

POSITION DESCRIPTION

Curriculum Data Management Analyst



WESTERN SYDNEY
UNIVERSITY



POSITION DETAILS

Position Title	Curriculum Data Management Analyst
Classification	HEW 7
Position Number	NEW
School/Office	Student Administration and Registrar
Division	Division of Education and Students

POSITION PURPOSE

The Curriculum Data Management Analyst is responsible for the management, maintenance and optimisation of the University's curriculum data and curriculum rules within the University's corporate systems, including the Student Management System and Curriculum Management Platform.

The Curriculum Data Management Analyst liaises extensively with staff across the University regarding the development and approval of curricula and provides expert advice and guidance on the development and implementation of curriculum policy and rules within university systems.

KEY ACCOUNTABILITIES

1. Design and develop curriculum rules that effectively operationalise the curriculum as approved in the University's Student Management System and DegreeWorks.
2. Ensure the effective operationalisation of curriculum rules through monitoring downstream impact, in particular on student cohorts, and recommend improvements to optimise outcomes and system performance.
3. Assess the impact of curriculum changes on other curriculum, and administrative and systems protocol constraints/requirements, including identifying risks and recommend mitigation strategies.
4. Case manage complex curriculum matters to resolution, including investigation, interpretation of policy and requirements, problem solving, and provision of subject matter expertise in identification of solutions.
5. Establish and maintain strong relationships with key stakeholders including with faculties, schools and central portfolios, influencing decision-making and promoting consistent application of curriculum rules.
6. Provide expert advice in relation to curriculum data to stakeholders, guiding best practice

- and ensuring alignment with institutional requirements.
7. Analyse and report on curriculum data and to ensure the timely and accurate publication of curricula, providing insights to inform planning and decision-making.
 8. Develop, review and maintain appropriate procedures to ensure the University's legal Page 1 of 3 and regulatory compliance obligations are met, including in all record handling, keeping and reporting processes.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant qualification and/or equivalent professional administration experience and training in a large and complex organisation.
2. Demonstrated high level analytical and critical thinking skills, including the proven ability to think laterally and develop creative solutions, with an established record of exercising initiative and independent judgement to achieve effective outcomes.
3. High level of competence working with relational databases and systems, preferably with experience working with curriculum data and management systems and/or knowledge and experience working with DegreeWorks.
4. Demonstrated capacity to organise, interpret and rationalise large volumes of complex information and workflows with a focus on client service.
5. Demonstrated ability to work independently and autonomously with demonstrable experience guiding stakeholders towards solutions that are future proof as well as negotiating with senior colleagues and other teams where the outcome impacts areas outside their own area of control.
6. Excellent interpersonal communication skills, including the capability to liaise effectively with staff at all levels within the organisation, the ability to work collaboratively as part of a team as well as independently in a high-volume environment, and a proven ability to exercise initiative.

KEY RELATIONSHIPS

- **This position reports to:** Curriculum Data and Administration Manager
- **This position supervises:** Nil direct reports; however, provides mentoring and specialist guidance to stakeholders and peers across the University.
- **Key internal relationships:**
 - Student Administration and Registrar's Office
 - Faculties and Schools
 - Student Success
 - Learning and Teaching
 - Quality and Integrity
 - Property and Commercial
 - Digital Services
 - Data and Business Intelligence
- **Key external relationships:**
 - Students
 - Partner institutions
 - Third Party Providers
 - Regulatory and accrediting bodies
 - Government departments
 - External vendors and suppliers

CHALLENGES

1. Ensuring the accuracy, consistency and timely updating of curriculum data across multiple interconnected systems in a complex institutional environment.
2. Accurately translating curriculum documentation into system rules and workflows and interpreting and applying complex academic policy and regulatory frameworks.
3. Championing the student experience in curriculum design, approval and implementation.
4. Effectively liaising with a diverse range of internal stakeholders with competing need and interests while supporting system enhancements, testing and procedural changes.

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.
- Higher Education Standards Framework (HESF)
- Australian Qualification Framework (AQF)
- Education for Overseas Students (ESOS) Framework

Approved by: Office for People

Date: 29 June 2026