

POSITION DESCRIPTION



Curriculum Administration Assistant



POSITION DETAILS

Position Title	Curriculum Administration Assistant
Classification	HEW 4
Position Number	TBC
School/Office	Student Administration and Registrar's Office
Division	Division of Education and Students

POSITION PURPOSE

The Curriculum Administration Assistant provides administrative support in the scheduling, production, and publication of Subject Outlines. The Curriculum Administration Assistant also updates curriculum data in university systems and assists Faculties and Schools with curriculum changes.

KEY ACCOUNTABILITIES

1. **Schedule, develop and publish Subject Outlines** in compliance with University policies and quality standards.
2. **Maintain curriculum and assessment data** within University systems to ensure integrity, currency, and accuracy.
3. **Perform quality assurance checks** to assure the accuracy and reliability of curriculum data.
4. **Document and process subject changes and variations** in line with policy requirements to maintain curriculum integrity.
5. **Compile and review curriculum data** to support reporting, identify trends, and inform operational decisions.
6. **Develop and maintain clear and up-to-date process documentation** aligned with approved procedures.
7. **Foster positive relationships** with internal and external stakeholders through effective communication, engagement and responsiveness.
8. **Provide high-quality administrative support** for curriculum data and management activities as directed.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **A relevant qualification** or equivalent professional training and experience in a complex environment.
2. Demonstrated **interpersonal and written communication skills** with the ability to interact and engage with others effectively.
3. Demonstrated **effective organisational skills and time management skills** including the ability to prioritise, monitor workload and meet deadlines.
4. Ability to **collect, summarise, analyse and report data in** a clear and efficient manner.
5. Demonstrated ability to **work collaboratively as a part of a team**.
6. Demonstrated **accuracy and attention to detail**.

KEY RELATIONSHIPS

- **This position reports to:** Curriculum Administration Manager
- **This position supervises:** Nil
- **Key internal relationships:**
 - Student Administration and Registrar
 - Quality and Integrity
 - Learning and Teaching
 - Student Success
 - Digital Services
 - Faculties and Schools
- **Key external relationships:**
 - Students
 - Third Party Providers

CHALLENGES

- **Managing competing priorities and deadlines** across multiple Faculties, Schools and Third Party Providers while maintaining accuracy and compliance with University policies.
- **Maintaining high levels of data integrity and accuracy** within complex curriculum and other enterprise systems while adhering to legislative and policy requirements.
- **Adapting to changes** in curriculum policies, procedures, and systems while ensuring consistent and timely updates.
- **Building and sustaining effective communication and collaboration** with a diverse range of academic and professional stakeholders.

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
- Higher Education Support Act
- Education for Overseas Students (ESOS) Framework

Approved by:

Date: