

Position Description

Position Title: Senior Manager - Curriculum and Quality	Classification: Bond Level 6
Faculty/School/Office: Faculty of Health Sciences and Medicine	Date Position Classified/Updated: September 2025

Purpose of the Position:

The Senior Manager Curriculum and Quality is responsible for leading a team to deliver high quality academic support services to oversee curriculum design and delivery, quality and governance in the Faculty of Health Science and Medicine (HSM). The role is critical in supporting all aspects of the program lifecycle while providing expert advice to ensure an excellent student learning experience.

Working closely with the Faculty's Associate Dean, Learning and Teaching, the role contributes to the development and implementation of policies and procedures to enhance learning outcomes and pedagogical innovation. Given the complexity of the Faculty's learning and teaching activities, the role requires a deep understanding of tertiary education regulatory frameworks and discipline-specific accreditation requirements. The role provides high level advice to senior management and academic leadership to ensure program viability (for existing and future programs), and regulatory requirements are achieved.

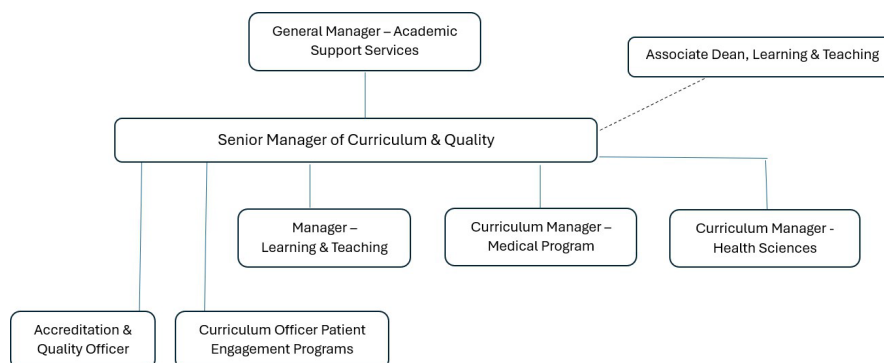
This position provides leadership in monitoring and maintaining accreditation and quality standards, drawing on deep experience in quality assurance and continuous improvement, developing high-level relationships and provision of appropriate advice to senior management and academic leadership. The Senior Manager will analyse, interpret, and present data to support evidence-based decision-making and service enhancements at both Faculty and University levels to inform and advise on student experience, learning outcomes and quality standards.

This position is a key member of a senior management team reporting to the General Manager, Academic Support Services, and is required to work closely and collaboratively with academic and professional staff across the Faculty and broader University. Operating with a high degree of autonomy, the senior manager will have extensive experience of managing a high performing team, strong communication skills and the ability to inspire collaboration among stakeholders, while maintaining the high standard of customer service expected within the University.

The role will contribute to cultural and work practice changes required to support the Faculty's strategic directions and will support/ensure high quality student service.

Reporting Relationship:

This position reports to the General Manager, Academic Support Services, with the following direct reports:



Selection Criteria:

- Completed an undergraduate degree and at least five years subsequent work experience in a related sector.
- Extensive knowledge of the current issues and trends relating to the Higher Education sector and an understanding of the impact on learning and teaching and how this informs service provision within an education setting.
- Demonstrated experience in leading the planning and delivery of curriculum and learning and teaching support services, along with knowledge of the regulatory environment including tertiary education quality and standards, and professional body accreditation standards.
- Demonstrated excellence in client services, including provision of high-quality advice on policy and procedural issues and ability to build productive quality relationships with stakeholders in the faculty, central business units and wider University.
- Demonstrated experience in systems improvement and governance, with the capacity to identify, implement, and manage procedures, processes, and systems within a complex educational customer service environment.
- High-level skills in leadership and management of human resources, with proven ability to problem solve, negotiate, and mediate with stakeholders at all levels, and experience of committee representation at executive level committees with ability to engage in discussion to represent faculty and team in discussions pertaining to curriculum standards and improvements, and overall learning and teaching agenda.
- High level of organisational skills, with an ability to prioritise workload, meet deadlines, and demonstrate flexibility in dealing with people who have competing demands, along with a capability to inspire, support, and successfully lead large, complex, high-performance teams in a service delivery environment.

Desirable Criteria:

- Experience of working in tertiary education with knowledge of planning and development cycles and educational pedagogy.

Competency	Responsibility
Leadership & Management	• Provide high-level professional leadership and management across the portfolio to ensure effective and efficient support for program lifecycle operations, including curriculum development, delivery, review, accreditation, and quality assurance. • Champion a culture of professional learning and cross-skilling within the team and encourage reflection, feedback, innovation, and continuous improvement through effective stakeholder engagement and team development. • Foster strategic relationships with internal and external stakeholders to support curriculum quality and program development. • Contribute to the development and implementation of Faculty Strategic Initiatives in collaboration with the Leadership Team. • Collaborate with Business Services Manager to realise operational efficiencies through the implementation of systems/process improvements
Curriculum, learning and teaching	• Provide high-level strategic and operational advice to the Associate Dean of Learning and Teaching (ADLT) and Academic Leads on curriculum design, curriculum review, academic policy, and quality assurance. • Oversee and guide staff on implementation of curriculum processes that align with Faculty and University priorities.

	• Lead and contribute to faculty-wide learning and teaching projects that impact academic administration. • Identify, analyse, interpret and provide data to support reporting of key performance indicators for strategic and operational planning.
Pedagogical Innovation & Infrastructure	• Support and advise the senior management team and academic leadership on the impact of infrastructure developments on curriculum delivery and learning and teaching outcomes to ensure optimal use of resources and space. • Lead the planning and transition of activities to new and upgraded educational spaces, ensuring stakeholder consultation. • Review and update policies and procedures related to the use of learning and teaching spaces to reflect evolving infrastructure needs. • Provide high level advice and support in the development of new programs / curriculum. • In collaboration with the AD L&T support curriculum review and innovation.
Program Accreditation and Quality Enhancement	• Provide oversight and leadership for the preparation and coordination of accreditation in collaboration with academic and administrative stakeholders. • Maintain knowledge of relevant legislative and regulatory requirements in the tertiary sector to ensure ongoing compliance and guide staff in implementing processes that meet accreditation and internal quality assurance review requirements. • Oversee liaison with accrediting bodies, and ensure faculty accreditation processes are in line with best practice.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to undertake professional development in cultural sensitivity to develop and enhance cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).
Equal Opportunity and Inclusion	• Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.