

Position Description

Position Title: Curriculum Management Officer	Classification: Level 5
Faculty/School/Office: Information Technology Services	Date Position Classified/Updated: November 2025

Purpose of the Position:

The primary responsibility of this role is to support and enhance efficient, effective, and high-quality curriculum management across the University. A key focus is the administration and continuous improvement of the University's curriculum management system.

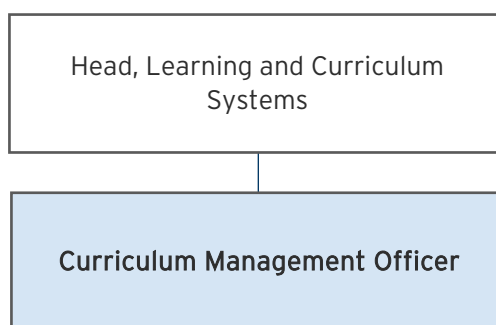
The Curriculum Management Officer will work closely with Faculties and Units to support them in ensuring all subject and program information entered complies with requirements of relevant regulators and accreditation bodies. This includes managing the integrity of curriculum data and its integration with other University systems for publishing and operational use.

Key responsibilities of this role include:

- Providing training and ongoing support to stakeholders to ensure effective use of the enterprise curriculum management system.
- Delivering or enabling accurate and timely reporting to inform assurance of learning and teaching activities, and support compliance and quality monitoring across the University.
- Review and enhance the curriculum management system and its integrations to maintain usability and align with evolving institutional requirements.

Reporting Relationship:

This position reports to the Head, Learning and Curriculum Systems:



Selection Criteria:

- Completed undergraduate education or IT degree with relevant work experience or postgraduate degree in a relevant field.
- Demonstrated ability to provide technical training and support in an educational setting.
- Capacity to support staff in maintaining data quality and integrity through accurate entry, validation and compliance with university and regulatory curriculum standards.

- Capacity to develop support materials and documentation relating to assurance of learning
- Excellent oral and written communication skills and ability to work effectively as a member of a team.
- Demonstrated experience in supporting business processes and workflows.
- Experience administering and supporting online business platforms.
- Ability to prioritise workload, manage time, multitask and schedule tasks effectively and independently.
- Ability to work cohesively as part of a team and independently when required.
- Flexible, adaptable and responsive to change.

Desirable Criteria:

- Previous experience working in a tertiary learning and teaching environment.
- Understanding of academic quality assurance and best practice in higher education curriculum management.
- Experience in front-end administration, testing and troubleshooting of a learning or curriculum management system.

Competency	Responsibility
Curriculum Management service provision and support	• Support internal stakeholders in their curriculum and data management endeavours and activities. • Support and contribute to curriculum management and training initiatives of the University. • Provide targeted supports and training to academic and professional staff in the use of the curriculum management system. • Design and update resources and training materials to support staff in curriculum management. • In collaboration with compliance and quality assurance officers, maintain the integrity and quality of data within the university's curriculum management system in alignment with internal policies and external accreditation/compliance bodies. • Present a positive, supportive service-oriented approach to all stakeholders. • Provision of timely and accurate regular reporting for committees, compliance reviews, and meetings such as Curriculum Review Committee (CRC).
Application administration of the Curriculum Management System	• Collaborate with internal service units in the ongoing enhancement of the Curriculum Management System. • Provide effective and timely operational support to users of the Curriculum Management System. • Liaise with other Information Technology Services teams and vendor support teams on technical issues and enhancement requests. • Manage system upgrades, testing and change management and maintain the curriculum management system roadmap • Develop and maintain process and procedure documentation related to curriculum management.
Contribution to the support of wider learning & teaching, curriculum systems services	• Understand the greater ecosystem of learning and teaching environments at Bond University and assist other Learning and Curriculum Systems team members in the delivery, support, and enhancement of these when required.
Contribution to the support of wider	• Understand the greater ecosystem of learning and teaching systems and environments at Bond University

learning environments services	• Assist other Learning Environment Services team members in the delivery, support, and enhancement of these as required. • Assist in project work as required.
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 Awareness & 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 actively engage in ongoing professional development to strengthen their cultural awareness and sensitivity, recognising that this is a continuous learning process that supports an inclusive and respectful workplace.
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).

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 on other tasks, at other locations, be On-Call or work Overtime if required and as directed by Management.**