



Position Description

Position Title: Learning & Teaching Coordinator (0.6FTE max)	Classification: Level 4
Faculty/School/Office: Faculty of Society & Design	Date Position Classified/Updated: November 2025

Purpose of the Position:

The Learning & Teaching Coordinator (LTC) supports the Faculty of Society & Design (FSD) in delivering high-quality learning and teaching outcomes by interpreting policies and recommending improvements to curriculum and assessment processes FSD programs.

As part of the Faculty professional staff team, the role provides high-level administrative support to the Learning & Teaching portfolio and under direction from the Learning & Teaching Manager, contributes to decision-making through data analysis and risk identification. Key functions include the effective delivery of curriculum administration, portfolio projects, quality assurance activities, and compliance with University policies and procedures. Working collaboratively with academic and professional staff, this position supports the Faculty's learning & teaching strategic objectives with a focus on delivering a high-quality student experience.

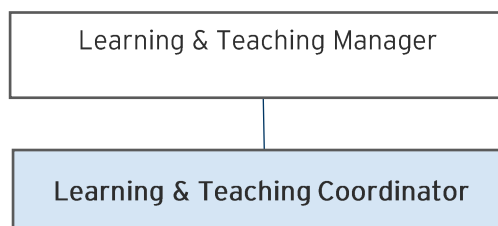
The LTC must demonstrate strong interpersonal and communication skills to liaise effectively with diverse stakeholders and apply sound judgment when referring complex matters to the Learning & Teaching Manager.

Key responsibilities include:

- Evaluate curriculum proposals for compliance and strategic alignment and make recommendations to the Learning & Teaching Manager.
- Identify risks and propose solutions for curriculum and assessment processes.
- Provide secretariat support to portfolio committees and meetings as required in the Faculty, ensuring accurate documentation and record-keeping.
- Coordinate the Faculty's assessment of student applications for program admission in line with University guidelines.
- Discretion in prioritising actions and contributing to process improvements that support Faculty objectives
- Analyse data trends to inform Faculty decisions and continuous improvement initiatives
- Deliver project administration support for portfolio initiatives under the direction of the Learning & Teaching Manager and Associate Dean (Learning & Teaching).

Reporting Relationship:

This position reports to the Learning & Teaching Manager.



Selection Criteria:

- Completion of a degree-level qualification with at least four years of relevant experience, or an equivalent combination of education and experience.
- Demonstrated experience of providing advice, and a high standard of administrative and project support, with the ability to develop and implement effective administrative and quality processes and procedures.
- Ability to assist with report preparation through accurate data collection, verification, basic analysis, and formatting.
- Understanding of curriculum administration and compliance in a tertiary education environment.
- Advanced IT literacy skills with high-level proficiency in Microsoft 365 suite, with the ability to quickly learn and adapt to new systems.
Demonstrated ability to interpret complex policies and apply sound judgment.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively across cross-functional teams.
- Proven experience in analysing data and providing evidence-based recommendations
- Experience contributing to policy or process improvement initiatives within a tertiary education environment.

Desirable Criteria:

- Previous experience in curriculum administration and/or quality assurance in a tertiary education environment
- Competency in University systems such as iLearn, Student One, Studylink, CURMIT/Akari, TimeEdit, CoPilot, MSTEams, Sharepoint, PowerBI

Competency	Responsibility
Curriculum Administration	• Evaluate curriculum proposals to ensure compliance and strategic alignment and make recommendations to the Learning & Teaching Manager. • In consultation with the Learning & Teaching Manager, update and maintain program structure and sequencing documentation, ensuring accurate information is available to staff and students. • Support delivery of assessment practices in line with Faculty and University policy. • Maintain a detailed register of Faculty LMS community sites.
Quality Assurance	• Assist the Learning & Teaching Manager with Faculty and University quality assurance activities, including cyclical reviews and related compliance processes. • Identify risks and propose solutions for curriculum and assessment processes. • Apply principles of continuous improvement and compliance with the Bond University Strategic Plan and policies.
General Portfolio Administration	• Analyse data trends to inform Faculty decisions and continuous improvement initiatives • Exercise judgment when determining priorities and escalate issues requiring higher level delegation and consideration • Assess and prioritise competing demands, making informed decisions to ensure compliance and operational efficiency • Provide secretariat support for committees, working groups, and meetings, including the Faculty Learning & Teaching Committee. • Maintain the portfolio SharePoint site, ensuring policies, procedures, and training materials are current and accessible.

	• Support implementation of Faculty strategic plan initiatives related to learning and teaching. • Assist in the preparation and production of reports by gathering data, verifying accuracy, formatting content, and ensuring compliance with University standards and timelines • Undertake project administration tasks as directed by the Learning & Teaching Manager and Associate Dean (Learning & Teaching). • Attend University committees, workshops and working groups pertaining to the learning & teaching portfolio where 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).
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.