



Position Description

Position Title: Curriculum Officer - Health Sciences	Classification: Bond Level 4
Faculty/School/Office: Faculty of Health Sciences and Medicine	Date Position Classified/Updated: September 2025

Purpose of the Position:

The Curriculum Officer - Health Sciences is an important administrative role within the Faculty of Health Sciences and Medicine (HSM) supporting the planning, delivery, and quality of learning and teaching services for the Bond University Health Science Programs.

As part of the Faculty's administrative team, the Curriculum Officer supports the effective day to day operations of academic administration, providing high-level advice and coordination to academic staff and professional staff in the Faculty and in other University departments, on a range of matters including subject availabilities, timetabling production, data collection processes, class management and facilitation of appropriate utilisation of teaching spaces to ensure delivery of a high-quality student experience.

The Curriculum Officer - Health Sciences is responsible for identifying and resolving curriculum planning issues, advising on the utilisation of teaching environments, and facilitating the allocation of appropriate room requirements for Faculty Programs. Additionally, the officer collects data for the scheduling of program timetables, coordinates teaching requirements and resources, and plans timetabling needs for each semester, ensuring all tasks are performed in accordance with University and Faculty policies and procedures.

The Curriculum Officer - Health Sciences will have excellent organisational and communication skills and ability to work within complex curriculum systems and processes, and assist in the development, negotiation, facilitation and delivery of resources to support high quality curriculum for Health Sciences Programs. In addition, the postholder will attend relevant curriculum planning working groups and committees, and offer advice and troubleshooting as required.

The position requires expertise (or capacity to become an expert) in the use of multiple software platforms including learning management and curriculum management systems, timetabling scheduling, and student record/management systems.

Reporting Relationship:

This position reports to the Curriculum Manager - Health Sciences:

Curriculum Manager - Health Sciences

Curriculum Officer - Health Sciences

Selection Criteria:

- Completion of a degree level qualification with at least 2-year subsequent relevant work experience, or an equivalent combination of experience and/or education/training.
- Demonstrated experience of providing high level advice and high standard of administrative support, and the ability to develop and implement effective administrative and quality processes and procedures.
- Knowledge and understanding of student administration policies and procedures, curriculum content and requirements for services in the modern learning space and educational pedagogy.
- Strong interpersonal, written and communication skills, including the ability to facilitate and negotiate effectively with staff at all levels to deliver effective, high-quality service.
- Demonstrated commitment to excellence in the provision of client services and to promote, support and develop a culture of continuing improvement, and the ability to identify issues and develop strategies, ideas, and opportunities for resolving them.
- Demonstrated organisational skills with ability to plan and coordinate workload, manage time to achieve goals, and meet deadlines under pressure with limited supervision.
- Demonstrated ability to work productively as part of a team in a diverse and challenging environment, and capacity to work independently and exercise sound judgement in the achievement of goals.
- Proven efficiency and experience in using technology in an educational setting such as timetabling software, student management system and Microsoft Office Suite.

Desirable Criteria:

- Previous experience in an education administration environment and understanding of academic year processes and cycles.
- Previous experience in curriculum administration and timetabling planning in an educational environment.

Competency	Responsibility
Curriculum Administration	<ul style="list-style-type: none">• In conjunction with relevant academic staff, facilitate planning of curriculum delivery in line with University policy and procedures.• Coordinate and support data collection as per policy and procedures to contribute to class scheduling and timetabling.• Collaborate with relevant staff to advise on curriculum matters relating to timetabling and room bookings to identify and resolve curriculum planning requirements to ensure appropriate utilisation of teaching spaces across programs; negotiate with stakeholders to reach resolution to resolving complex and time-sensitive class allocation challenges.• Maintain data accuracy across all curriculum management and timetabling systems within the required timelines and where required, act as first point of contact for Central Timetabling Team, Subject Convenors and other staff with regards to queries pertaining to this data.• Facilitate the review and submission of Program Structures and Sequencing (PSS) information with academic staff, and accurately update student PSS details, including prerequisites and co-requisites.• In conjunction with the Manager Learning and Teaching, initiate and facilitate production of Subject Outlines in accordance with prescribed policy, QA processes and timelines, including relevant actions following curriculum review committee.• Serve as the primary contact for iLearn issues, including troubleshooting site setup, managing staff access and permissions, and liaising with University support teams as needed.• Coordinate Student Satisfaction and Feedback Survey data processes including collection, validation, and submission and provide advice to academic staff on eligibility and evaluation.• When required, support the scheduling of off-plan learning requirements within the program(s).• In liaison with relevant academic and professional staff, confirm timelines to implement curriculum updates for documents (eg FISA Reports, policies, and learning resources such as ordering and distribution of laboratory manuals and other teaching materials).

	<ul style="list-style-type: none"> Provide efficient and proficient utilisation of relevant systems (e.g., CURMIT, iLearn, TimeEdit, Student One).
Stakeholder Engagement	<ul style="list-style-type: none"> Act as the primary contact for curriculum queries and matters related to the administration of program curricula, resolving issues or escalating as necessary. Maintain effective communication and relationships across academic and professional teams to ensure smooth curriculum operations. Provide clear and accurate advice on relevant policy and procedures to stakeholders.
General Administration & Secretariat	<ul style="list-style-type: none"> Identify opportunities, make recommendations and, in conjunction with your team and guidance from your manager, implement improvements to processes, systems, and work practices. Provide secretariat support to appropriate Committees as required and ensure appropriate actioning of items and accompanying documentation to applicable senior Committees.
Contribute to Team Performance	<ul style="list-style-type: none"> Support team operations and development goals under the direction of the line manager to foster a positive work environment. Participate in regular team meetings, provide coverage for colleagues, and contribute to marketing events such as Open Day or Award Ceremonies. Maintain strong interdepartmental working relationships to support curriculum functions effectively. Assist other teams across the portfolio as required, and within the scope of this classification. Other duties as directed within the scope of this classification.
Professional learning and development	<ul style="list-style-type: none"> Undertake ongoing training on classroom recordings, iLearn, TimeEdit, CURMIT and Student One (where applicable to the role). Identify opportunities, make recommendations and, in conjunction with your team and guidance from your manager, implement improvements to processes, systems, and work practices.
Understanding of Quality Assurance	<ul style="list-style-type: none"> Support application of quality assurance processes such as student feedback mechanisms. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

