



Position Description

Position Title: Curriculum Officer - Medical Program	Classification: Bond Level 4.2
Faculty/School/Office: Faculty of Health Sciences and Medicine	Date Position Classified/Updated: September 2025

Purpose of the Position:

The Curriculum Officer - Medical Program 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 Medical Program.

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 support to academic staff in the Medical Program, and liaise with external clinicians and educators who contribute to teaching delivery.

The role will also work closely with other professional staff and university departments to ensure tasks undertaken are in accordance with university and faculty policy and procedures.

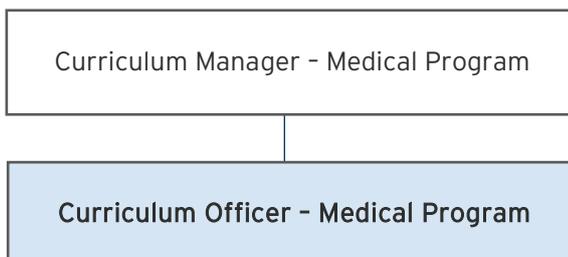
The Curriculum Officer - Medical Program will manage key curriculum tasks such as coordinating teaching requirements and resources, support coordination of clinical skills teaching and small group learning sessions, plan and coordinate timetabling requirements for each semester, attend appropriate curriculum planning working groups and committees.

The Curriculum Officer - Medical Program will have excellent organisational and communication skills and ability to work within complex curriculum systems and processes, and assist in the development, negotiation, and delivery of resources to support high quality curriculum for the Medical Program. The role will be responsible for publication of learning resources onto the learning management system and identify and manage rostering requirements and timesheet approvals in accordance with policy and procedure.

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

Reporting Relationship:

This position reports to the Curriculum Manager - Medical Program:



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 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 content and delivery, and where required, clinical practice assessments 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 academic and professional staff to advise on curriculum matters including timetabling, room bookings to identify and resolve curriculum planning requirements. • Participate in and support activities to manage and coordinate the appropriate utilisation of teaching spaces across programs • 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, Subject Convenors and other staff with regards to queries pertaining to this data. • Contribute to detailed curriculum mapping if and as required and create student groupings to support teaching delivery in line with faculty procedures. • Coordinate and liaise with external educators including rostering and processing of timesheets in line with university policies and faculty procedures. • Oversee and support the effective design, coordination, and maintenance of iLearn content for the Medical Program, ensuring alignment with academic requirements and faculty procedures. • 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 (e.g. FISA reports, policies, and learning resources). • Support application of quality assurance processes such as student feedback mechanisms. • 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"> 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.