

## Position Description

<b>Position Title:</b>	Manager, Curriculum	<b>Position No.:</b>	
<b>Business Unit:</b>	Curriculum	<b>Classification:</b>	M1
<b>Reports to:</b>	General Manager/Senior Manager, Curriculum	<b>Duration of Contract:</b>	2 years (Fixed Term contract)
<b>Location:</b>	Sydney (or other locations by negotiation)		

### Position Overview

The primary purpose of this position is to lead and manage F-12 curriculum specific development projects, including the development and implementation of effective stakeholder management practices in relation to curriculum activities. This position also plays a key role in ensuring individual curriculum projects are appropriately linked and contribute to the achievement of curriculum goals and objectives.

The Manager, Curriculum is responsible for overseeing all aspects of project planning, including timelines, resource allocation, risk assessment and quality assurance processes for the development of curriculum and related materials and providing direction for the development of strategies, team goals and individual work plans. The Manager, Curriculum through strong networking and negotiation skills will liaise with key internal staff and external stakeholders across school sectors to engage and maintain constructive relationships.

### Core accountabilities

1. Comply with and promote WHS instructions, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA's policies including those relating to equity, diversity and sustainability in addition to ACARA's Values and Code of Conduct
3. Work collaboratively within business unit and across the organisation to promote communication and information sharing

### Key accountabilities

The key accountabilities of this position are to:

- Provide advice to the General Manager/Senior Manager, Curriculum and other members of senior management on strategies to support planning, designing and developing F-12 Australian Curriculum to enable executive decision making
- Liaise with key internal people and external stakeholders across school sectors and the broader community to engage and maintain constructive relationships through consultation and negotiation
- Lead and manage curriculum projects in accordance with plans and policies of ACARA that potentially draw materially on resources beyond own immediate delegation
- Manage and coordinate the work and performance of Senior / Project Officers to align with both ACARA's and the curriculum business unit's strategic priorities and operations
- Be proactive in identifying and resolving complex curriculum problems through undertaking research and liaising with external agencies and researchers
- Coordinate research, evaluation and review activities that support and sustain the continuous improvement of ACARA's work
- Participate as an active member of committees and project teams of ACARA and contribute to the effective delivery of the Authority's programs

- Coordinate and prepare correspondence, reports, briefing papers and policy advice in relation to curriculum development and implementation issues to support ACARA's governance activities
- Provide effective leadership within the curriculum unit by developing, managing and motivating staff in an environment that demands professionalism, innovation, improvement and opportunity
- Undertake other duties as required by General/Senior Manager, Curriculum.

### Skills and Experience and Knowledge (Key Selection Criteria)

1. High level knowledge of F-12 curriculum design, including its application to learning areas, general capabilities and cross curriculum dimensions
2. Extensive curriculum development experience and expertise, including an ability to develop, monitor and evaluate curriculum and support implementation at a systemic level
3. Significant knowledge of the current national education landscape, including knowledge of the functions and responsibilities of ACARA, its relationship to related agencies, and key stakeholders
4. Strong organisational and project management capability, including the ability to lead and develop the capabilities of individuals
5. Highly developed written and verbal communication skills, including the ability to negotiate with key stakeholders
6. High level conceptual and analytical skills, including the ability to undertake research, prepare reports and provide strategic advice to senior management.

### Dimensions of the role

Number of direct reports-	4 to 6
Number of direct and indirect reports-	Up to 20-30 contracted writers
Financial delegations-	TBC
HR Delegations-	Performance management

### Important Relationships

<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>▪ ACARA Chair, Deputy Chair and board members</li> <li>▪ ACARA Chief Executive</li> <li>▪ General Managers</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>▪ State education authorities/systems</li> <li>▪ Professional associations</li> <li>▪ Senior academics and key contacts at agencies including AITSL and ESA</li> <li>▪ Key contacts across external providers</li> </ul>
--	---

### General Manager / CEO Approval

Name			
Signature		Date:	