



**Coordinator, Policy Development
(Learning, Teaching and Curriculum)
Academic Quality, Curriculum Management and Academic Policy**

- **Fixed Term (2 years), Part time position (0.8 FTE)**
- **H0607 | \$74k-\$89k pro rata, plus 9.5% superannuation**
- **Salary Packaging opportunities**
- **Ref: 1935A01 /202005**

The Office of Curriculum and Academic Policy supports the development of academic quality; strategy, policy and procedure in relation to learning, teaching and curriculum.

The Office provides support to academic and professional staff in the interpretation and implementation of policies and procedures relating to learning, teaching and curriculum and administers curriculum management, boards of examiners and academic misconduct. In addition to operational responsibilities, the Office leads a variety of strategic programs aligning with the University's strategic vision. Current programs include Curriculum @ Murdoch; Educational Policy Renewal; and Quality and Enhancement.

The Role

This position works with the Manager, Policy Development to support strategic and continuous development and improvement of University policy and procedures relating to learning, teaching and curriculum. Under broad direction, the position provides support to work groups, committees and their Chairs; drafts and prepares policies and reports; conducts benchmarking and research activities; prepares and facilitates workshops; and consults and collaborates with staff across the University.

Applicants should refer to the Position Description for further detail on the duties, skills and experience required for this role.

Skills and Experience

- A relevant degree, extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
- Excellent written skills, including evidence of the ability to draft and prepare written submissions, policy documents and reports.
- Demonstrated experience planning and facilitating workshops or other adult learning/working environments.

Think Murdoch

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. Our staff and students are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

Prospective staff can expect to enjoy the lively, natural campus and dynamic work environment, as well as a range of benefits and services unique to employment at Murdoch. There's never been a better time to join us.

For more information or to apply:

Please visit <http://jobs.murdoch.edu.au/> to view the Guide for Applicants and Position Description, here you will also find the online form to submit your application. Please note that emailed applications will not be accepted.

Murdoch University values workplace diversity, promotes inclusion, and strongly encourages applications from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Applicants who have support or access requirements, are encouraged to advise this at the time of their application, to ensure appropriate assistance is provided throughout the recruitment process.

Closing date: 15 June 2018 (11:59pm)