



Murdoch
UNIVERSITY
PERTH WESTERN AUSTRALIA

Manager Academic Policy Coordination Curriculum and Academic Policy

- **Full time, fixed term opportunity for 1 year.**
- **Level 0809 Salary range \$93K to \$112K and 9.5% employer superannuation contribution**
- **Ref: 1541D36/201760**

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

The Role

This position leads the Academic Policy Coordination Team in the Office of Curriculum and Academic Policy. The position is required to manage services to the Schools of the University in curriculum management, student discipline and Boards of Examiners whilst working collaboratively across functions to progress strategic and operational priorities in learning, teaching and curriculum at a whole of institution level.

For further information about this position, please refer to the Position Description.

Skills and Experience

- A post-graduate qualification and extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
- Highly effective communication and interpersonal skills, including the demonstrated ability to interact and negotiate constructively and collaboratively with staff at all levels of the academy and professional services.
- Demonstrated ability to assume responsibility for the management of diverse functions to a high standard of service.
- Knowledge and understanding of University Policy and Procedures including the provision of high-level advice in the interpretation of policy and regulation.

Think Murdoch

This is a great time to join Murdoch. There are a multitude of opportunities and exciting projects that are presented by the State Government Activity Centre on our doorstep. The co-location of the New Fiona Stanley Hospital and the St John of God Hospital provide many synergies for our learning and teaching, research and community engagement.

To Apply

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 the required assistance is provided.

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. Position contact: Mr Paul Comiskey, Associate Director Curriculum on +61 8 9360 7812 or at P.Comiskey@murdoch.edu.au.

Please note visa sponsorship is not available for this position.

Closing date: 27 February 2017