



# Job Description Curriculum Manager South Metropolitan TAFE Level 6

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<b>Position Number:</b>	20002202	<b>FTE:</b>	1.0
<b>Division</b>	Organisational Services	<b>Agreement/Award:</b>	Public Service Award 1992
<b>Branch:</b>	Quality and Development		Public Service and Government
<b>Location:</b>	Bentley		Officers General Agreement 2017 or as replaced

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## Reporting Relationships

Manager VET Curriculum & Quality Assurance (Level 7)

*Other officers reporting to the above office:*

Quality, Teaching and Learning Consultant x4 (Level 6)

Quality & Curriculum Officer (Level 4)

Administration Assistant (Level 2)

*This Office – officers under direct responsibility*

Curriculum Coordinator (Level 3)

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## Key Role Statement

The Curriculum Manager leads the quality assurance processes for South Metropolitan TAFE curriculum to ensure accuracy of course and student study plans within the Student Management System (SMS).

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## Key Responsibilities

- Manages the process of quality assuring curriculum prior to its entry into the SMS, checking for compliance with SM TAFE scope, training package rules, industry and regulatory requirements.
- Provides expert advice to delivery portfolios concerning curriculum development and compliance with training package requirements
- Provides expert advice and guidance to delivery portfolios concerning scoping, and the development of transition plans where qualifications are superseded or replaced
- Works with other SM TAFE teams to identify, through reporting processes, existing study plans that will need to be reviewed for compliance as a result of training package changes
- Manages the curriculum team to ensure timely processing of quality assurance checks
- Liaises with other SMS administration teams to ensure business process alignment
- Prepares reports and status updates concerning curriculum
- Other duties as required

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**Selection Criteria****Essential**

- Substantial experience working within the VET sector in a role with a focus on quality assurance
- Well-developed knowledge of packaging requirements for training packages, industry and regulatory requirements
- Well-developed organisational skills, analytical and problem solving skills
- Well-developed interpersonal, negotiation and communication skills dealing with internal and external clients, and the ability to lead and work in a team environment

**Desirable**

- Hold a Certificate IV in Training and Assessment (TAE40110 / TAE40116)
- Hold a relevant qualification in quality auditing

**Other Requirements**

1. May be required to work from any College campus

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**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:	29 May 2019		