



Position title Curriculum Manager		Position number 015298
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date September 2025
Division and Directorate Corrective Services Offender Services	Branch Education, Employment and Transitional Services	Location East Victoria Park

Mission	Principles	Values
<ul style="list-style-type: none"> A fair, just and safe community for all Western Australians 	<ul style="list-style-type: none"> High performing and professional Ethical and accountable Trained, safe and supported 	<ul style="list-style-type: none"> Respecting rights and diversity Fostering service excellence Being fair and reasonable

Reporting relationships

Responsible to:	6383	L5SC	Director Education, Employment and Transitional Services
This position:	015298	Level 7	Curriculum Manager
Direct reports:	001047	Level 6	Arts Coordinator
	003202	Level 6	Coordinator Traineeships
	000567 5385	L2SC	Senior Curriculum Officer
	005262	L2SC	Prisoner Education Operations Manager
	2644	L2SC	Coordinator Adult Basic Education
	6208	L1SC	Coordinator Indigenous Education

About this position

The Rehabilitation and Reintegration directorate is accountable for reducing re-offending, protecting the community and directing offenders towards the adoption of law-abiding lifestyles.

The Education Employment & Transitional Services (EETS) unit works toward assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

The Curriculum Manager is responsible for the professional management and driving the strategic reform of education and vocational training functions within the unit.

Key deliverables – what this position involves

- Leads the professional management and strategic reform of education and vocational training functions within the unit, including leading an array of interlinked projects aimed at improving education and training outcomes for prisoners.

- Develops, implements and reviews educational and vocational training policy for education activities, in alignment with relevant education legislation and regulations, particularly for students at educational risk.
- Undertakes the educational assessment and case management of clients presenting for participation in education and training programs.
- Establishes and promotes professional relationships with key education authorities and internal stakeholders, including TAFE, Universities and private RTO's.
- Ensures the compliance of education and vocational training services with current Standards for Registered Training Organisations.
- Manage the human, financial and physical resources for education and training services, including grant funding and TAFE resource agreements.
- Promotes awareness of education research and analysis on current issues and trends impacting on the education of students at education risk, including Aboriginal people and other identified clients.
- Ensures education services provided to cultural groups are effective, culturally appropriate and regularly reviewed.
- Demonstrate a commitment to adhere to the Department's Code of Conduct, Public Sector Commission's Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership context – our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Leaders](#).

Essential selection criteria – what you need to bring to this role	
1 Role specific requirements	<ul style="list-style-type: none"> • Qualifications - A four (4) year Education Degree or degree and Diploma in Education, with a minimum of five (5) years post-graduate experience. • Certificate IV Training and Assessment. • Experience - A minimum of five (5) years post-graduate experience in educational management. • Knowledge / Skills / Abilities - Demonstrated experience and knowledge of current adult education theory, practices and trends in vocational education and training delivery. • Ethical Behaviour - Demonstrated skills in managing ethical behaviour in accordance with relevant standards, values and policies. • Equity, Diversity and Occupational Safety and Health - Knowledge of and experience in application, promotion and modelling of the principles of equity, diversity and OSH in the workplace.
2 Lead collectively	<ul style="list-style-type: none"> • Considers the impact on others when making decisions.

Essential selection criteria – what you need to bring to this role

<p>Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> • Can translate and communicate objectives into strategic projects and key performance areas. • Builds relationships and leverages these to meet objectives. • Aligns goals and purpose across different teams; cross collaborates.
<p>3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> • Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information. • Summarises large volumes of data, extracting the essential information and translating this to target audiences. • Interrogates information from a wide array of sources and uses criteria to evaluate the merit of the information. • Identifies potential opportunities to mitigate risk and communicate them upwards.
<p>4 Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> • Considers solutions carefully and explores the wider impact of their decisions (for example, navigating social, political and economic challenges). • Intervenes early on issues and takes decisive action once the most viable solution is identified. • Communicates clearly and concisely and translates messages for target audience. • Recognises the importance of building professional networks and actively seeks to build relationships. • Resolves conflict, approaching crucial conversations with thoughtfulness, diplomacy, and confidence.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> • Identifies and prioritises the most critical activities and assignments and continuously adjusts priorities. • Is open minded, explores innovative approaches and develops a culture of continuous improvement. • Anticipates needs and makes necessary and timely adjustments so the overarching outcome is achieved.
<p>6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> • Sets stretch learning opportunities. • Models coaching practices to influence their leaders to focus on people development. • Engages in ongoing performance and feedback conversations. • Identifies capability gaps and actively works to resolve them. • Identifies talent and enables development opportunities.
<p>7 Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> • Demonstrates empathy, compassion, integrity and humility. • Displays insight into how their decisions impact others. • Understands the principles of good corporate governance. • Acts authentically as a leader with personal integrity and promotes respect and operates ethically.

Essential selection criteria – what you need to bring to this role

<p>8 Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> • Seeks feedback from multiple sources and adapts behaviour and approach based on feedback. • Removes obstacles to change and works to achieve buy in. • Develops personal and professional goals. • Seek counsel from internal and external expert sources to fast track own learning.
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Desirable selection criteria

Not considered essential to perform the role but may contribute to the ability to undertake the role.

<p>9 Qualifications, knowledge and/or experience</p>	<ul style="list-style-type: none"> • N/A
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Special requirements, licenses, accreditations, and conditions

Nil

HR Certification

Upload date: 1 November 2025