



Position Description

College/Division:	Learning and Teaching Division
Faculty/School/Centre:	-
Department/Unit:	Education Support and Innovation/Curriculum Architecture
Position Title:	Manager, Curriculum Architecture
Classification:	Senior Manager 1 (Administration)
Position No:	20926, 35653
Responsible to:	Senior Manager, Education Support and Innovation
Number of positions that report to this role:	3
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The Manager, Curriculum Architecture is responsible for leading the strategic development, governance, and continuous improvement of the University's curriculum architecture. This role ensures that academic programs are structured, documented, and maintained in alignment with institutional goals, regulatory requirements, and student needs. The role is also responsible for the strategic oversight of the University's student appeals and academic integrity processes, ensuring effective governance, compliance, and the consistent resolution of complex matters. The position provides expert advice to senior stakeholders and leads policy and process improvements that support a fair, equitable, and risk-informed approach across the University.

The role provides strategic people leadership, including workforce planning, performance and capability development, staff wellbeing, and fostering a high-performing and collaborative team culture.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Manager, Curriculum Architecture leads a team that works collaboratively with academic leaders, professional staff, governance bodies, and students to ensure the integrity, maintenance and coherence of curriculum structures and the student appeals and academic integrity processes. The role requires a deep understanding of academic policies, program & course maintenance, and regulatory frameworks.

Role Statement:

Under the broad direction of the Senior Manager, Education Support and Innovation, the Manager, Curriculum Architecture will:

- Maintain strong relationships with Associate Deans (Education) and senior managers across central University teams and Colleges to ensure a coordinated, consistent, and institution-wide approach to curriculum governance, student appeals and academic integrity
- Lead the development and implementation of curriculum architecture frameworks, policies, and standards that support academic quality and innovation.
- Provide expert advice on curriculum structures, program and course design, and regulatory compliance to academic and professional stakeholders.
- Oversee the management and enhancement of curriculum systems and data to ensure accuracy, consistency, and usability across the University.
- Collaborate with internal and external stakeholders to support curriculum transformation initiatives and contribute to strategic education planning.
- Oversee the management and support of student appeals and academic integrity matters
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Demonstrated experience in curriculum design, academic governance, or education policy within a higher education context.
2. Strong knowledge of curriculum architecture principles, academic program structures, and regulatory frameworks.
3. Proven ability to lead strategic projects and influence academic and professional stakeholders.
4. High-level analytical and problem-solving skills, with the ability to interpret complex academic data and policy.
5. Excellent communication and interpersonal skills, with a collaborative and consultative approach.
6. Experience in managing teams and fostering a culture of continuous improvement and service excellence.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the [National Higher Education Code to Prevent and Respond to Gender-Based Violence](#).

Supervisor/Delegate Name:		Date:	
----------------------------------	--	--------------	--

References:[Professional Staff Classification Descriptors](#)[Minimum Standards for Academic Levels \(MSAL\)](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	DVC-E	Dept/School/Section	Learning & Teaching
Position Title	Manager Curriculum Architecture	Classification	SM1 (Admin)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University [WHS Management System Handbook](#).
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at [2024_ANU Inherent Requirements Reference Table.pdf](#)

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

[PSYCHOSOCIAL HAZARDS](#) (please specify):

OTHER POTENTIAL HAZARDS (please specify):