Position Description

Position Title: Senior Manager, Senior Secondary Curriculum
Position No.: CR43

Business Unit: Curriculum
Classification: M2

Reports to: General Manager, Curriculum
Duration of Contract: 30 June 2016
Location: Sydney
FTE: 1.0

Position Overview

This position provides leadership in relation to policy, design and development of the senior secondary national curriculum. This position defines project scope and objectives, identifies risks, allocates resources, monitors progress and puts actions in place to address changing priorities and / or emerging issues.

The Senior Manager, Senior Secondary Curriculum, develops and sustains strong relationships at the most senior level with state and territory curriculum and school authorities and national agencies in planning, designing and developing Australian Curriculum. Furthermore, this position provides high quality advice and thought leadership to ACARA Executive and to the Board of the Australian Curriculum, Assessment and Reporting Authority (ACARA) on curriculum related matters.

Core accountabilities

1. Comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. Participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. Work collaboratively within the business unit and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position are to:

- Provide strategic policy advice and support to the ACARA Executive on strategies to support planning, designing and developing Australian Curriculum
- Lead and manage specific curriculum projects in accordance with ACARA’s plans and policies that potentially draw materially on resources beyond own immediate delegation
- Report on significant international trends / developments in curriculum development and evaluation and advise on potential implications for ACARA
- Lead ACARA’s work with states and territories in the identification of curriculum and professional support issues, needs and priorities and co-ordination of strategies to support development and implementation of the Australian Curriculum
- Manage and coordinate the work and performance of Managers and Senior / Project Officers to align with both ACARA’s and the curriculum business unit’s strategic priorities and operations
• Participate as an active member of ACARA’s senior leadership group, committees and project teams of ACARA and contribute to the effective delivery of the Authority’s programs

• Prepare briefing material, correspondence, information papers, reports and submissions for the Board of ACARA and other relevant personnel

• Interpret and act upon project status reports to ensure resources are being optimised so that projects are being delivered on time and to budget

• Provide strategic leadership within the curriculum group by developing, managing and motivating staff in an environment that offers opportunity and that demands professionalism, innovation and improvement

• Act for the General Manager, Curriculum when required

• Undertake other duties as required by General Manager, Curriculum.

Skills, Knowledge and Experience (Key Selection Criteria)

1. An extensive knowledge of senior secondary curriculum design, nationally and internationally, including its application to learning areas, general capabilities and cross curriculum dimensions.

2. Extensive and successful curriculum development experience and expertise, including an ability to develop, monitor and evaluate curriculum and support implementation at a system level.

3. Significant knowledge of the current national and international education landscape, including knowledge of the functions and responsibilities of ACARA, its relationship to related agencies, and key stakeholders.

4. Strong organisational and project management capability, including a demonstrated capacity develop capacity of individuals and teams working across multiple projects and with other teams.

5. Exceptional communication, networking, liaison and representation skills and the ability to achieve favourable outcomes for ACARA through negotiation with key stakeholders.

6. Outstanding conceptual and analytical skills, including the ability to undertake research, prepare reports and provide strategic advice to senior management.

Dimensions of the role

Number of direct reports- 4 to 20
Number of direct and indirect reports- 4 to 20
Financial delegations- TBC
HR Delegations- Performance management
## Important Relationships

**Internal:**
- ACARA Chair, Deputy Chair and board members
- ACARA Chief Executive
- General Managers

**External:**
- Heads of state education authorities / systems
- Heads of professional associations
- Senior academics and key contacts at agencies including AITSL and ESA
- Key contacts across external providers

## General Manager / CEO Approval

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