Position Description

Position Title: Senior Project Officer: Senior Secondary  
Position No.: CR45  
Business Unit: Curriculum  
Classification: P3  
Reports to: Senior/Manager, Curriculum  
Duration of Contract: 2 years Fixed Term (plus possible 1 year extension)  
Location: Sydney  
FTE: 1.0

Position Overview

The main purpose of this position is to research, scope, plan and implement senior secondary Australian Curriculum development projects. The position is accountable for developing curriculum materials which requires engagement with stakeholder groups that include multi-jurisdiction education authorities, teachers from across learning areas and community groups. The position holder needs to plan and manage individual projects, identify and liaise with key stakeholders, manage consultation and review processes, and proactively communicate and manage expectations.

The Senior Project Officer needs to work effectively with a range of ACARA colleagues within and beyond the Curriculum Business Unit to ensure project outcomes are delivered on time, within budget and to the required quality standard.

Core accountabilities

1. Comply with and promote WHS instructions, 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 business group and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position relate to senior secondary curriculum and include:

1. Management of the design, development, implementation support and monitoring and evaluation of discrete Years 11-12 curriculum projects, including reviewing and editing draft documents
2. Liaison with stakeholders in relation to curriculum development, assessment and related issues
3. Supervision of and liaison with curriculum writers, other contractors and advisory panels.
4. Conduct of research on curriculum and assessment policies and practices
5. Provision of support to managers and the executive on a range of issues in relation to curriculum projects including preparation of reports, briefings and advice and executive support to advisory groups
6. Organisation of and participation in national curriculum forums and workshops, including presentation of information about the Australian Curriculum to a range of audiences
7. Contribution to higher effectiveness levels for the team by identifying, developing, and maintaining an appropriate network of internal and external contacts
8. Ensuring that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programs and services

9. Undertaking other duties related to curriculum initiatives and priorities as required.

Skills, Knowledge and Experience (Key Selection Criteria)

To be considered for this role candidates must be able to demonstrate they have:

1. Significant knowledge of relevant curriculum, assessment and certification in senior secondary across Australia and across a range of learning areas
2. A strong understanding of education and policy initiatives within the national education landscape
3. Extensive successful curriculum development expertise
4. High level interpersonal, written and oral communication skills
5. Strong organisational capability and project management skills including the ability to deal with wide-ranging and complex issues within tight timeframes to required quality
6. Strong networking, liaison and representation skills and the ability and commitment to interact effectively with key stakeholders and to work in collaboration with Curriculum staff on cross-unit projects
7. A proven record of success in planning, consultation, communication and implementation of curriculum projects
8. High level 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- < Nil>
Number of direct and indirect reports- < Nil>
Financial delegations- < Nil>
HR Delegations- < Nil>

Important Relationships

Internal:
- General Manager, Curriculum
- Managers, Curriculum
- Senior Managers
- Other Senior Project Officers
- Support Officers

External:
- Curriculum writers and advisory panels
- Representatives from educational authorities and associations, and government agencies from state and federal jurisdictions
- A range of other stakeholders relevant to specific projects

General Manager / CEO Approval

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