

Position Title: Head of Core Curriculum	Business Unit: Dean and Academic
Reports To: Associate Dean Teaching Learning & Scholarship	Direct Reports: Yes
Employment Type: Full Time	Classification: Senior Lecturer
Budget responsible for: Common Units budget	Location: Cromwell Street/George Street/Wellington Street/Brunswick Street

Purpose of the Role

The Head of Core Curriculum provides academic and operational leadership to drive excellence, innovation and inclusivity across Collarts’ common undergraduate curriculum.

The role is responsible for the academic and operational oversight of the suite of common units undertaken by all Undergraduate students at Collarts, ensuring they are cohesive, rigorous and strategically aligned. Working collaboratively with Discipline Leaders across Collarts, and engaging with community and industry partners, the Head of Core Curriculum strengthens cross-disciplinary opportunities and maintains external networks that enhance curriculum relevance and student employability.

The Head of Core Curriculum fosters a culture of scholarly practice, collaboration and continuous improvement. The role combines project planning, implementation and operational leadership to deliver high-quality educational outcomes and to advance strategic education priorities across the institution.

A central focus of the position is transition pedagogy. The Head of Core Curriculum brings expertise in supporting students as they enter tertiary study, through the ongoing development of our Foundation Units (Creative Foundations and Industry Foundations), and as they progress toward graduation and professional practice. This ensures that the core curriculum intentionally scaffolds student development from commencement to career entry.

The role plays a key leadership function in embedding Universal Design for Learning (UDL) principles across the core curriculum. This extends beyond compliance or accessibility considerations to encompass inclusive curriculum design, multiple means of engagement, representation and expression, and equitable learning experiences for a diverse student cohort.

The position also draws on expertise in creativity and creative and critical thinking approaches that are transferable across disciplines. This capability ensures the core units are relevant to the breadth of Collarts’ disciplines and informs future product and program development.

This role requires regular presence and visibility across multiple campuses. Occasional work outside standard hours may be required to support events, meet project milestones or respond to operational priorities. The role will also have some flexibility to work from home on an agreed schedule.

Strategic Goals

We will give Collarts students access to new curriculum opportunities, including electives, shared units, double degrees, UG certificates, VET qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni

and industry partners up to date with the latest skills and knowledge via short courses.

We will launch Collarts Online, a new offering of selected programs to an online audience. We will provide high-quality, interactive, asynchronous content, designed to be delivered flexibly around work and life commitments. We will create an engaging online creative community.

We will be a trusted voice on new technologies, producing up-to-the-minute education as solutions emerge. We will ensure students and graduates stay skilled for new roles and provide employers with know-how on emerging technologies for sustainable futures.

Key Outcomes

- A cohesive, rigorous and strategically aligned suite of common units that delivers an engaging and inclusive academic experience for all undergraduate students.
- Collarts is recognised internally and externally for thought leadership in creativity, creative and critical thinking, with frameworks and practices embedded across the common curriculum and influencing broader program and product development.
- Curriculum that intentionally supports student transition into tertiary study and progression toward graduation and employment.
- Universal Design for Learning principles embedded across the core curriculum, ensuring inclusive and equitable learning experiences.
- Strong academic leadership, fostering a culture of scholarly practice, collaboration and continuous improvement.
- Effective course management and cross-functional coordination, ensuring high-quality delivery across campuses.
- Successful completion of quality assurance processes, including course review, assessment validation and moderation, meeting regulatory and institutional requirements.
- Sustained and strategic partnerships with industry and community groups that enhance curriculum relevance and student employability.

Key Accountabilities

- Provide strategic academic leadership for the design, development and continuous improvement of all common units.
- Lead and manage academic teaching teams, setting clear expectations and fostering a culture of scholarly, reflective and inclusive practice.
- Oversee curriculum design and renewal processes, ensuring alignment with transitions pedagogy, employability outcomes and institutional strategy.
- Provide intellectual and strategic leadership in creativity, creative and critical thinking, developing and articulating transferable frameworks that inform curriculum design across disciplines and contribute to institutional positioning and innovation.
- Lead the embedding of Universal Design for Learning principles across the common curriculum, supporting inclusive and equitable course design.
- Ensure effective course management, including planning, scheduling, staffing and coordination across multiple campuses.
- Oversee quality assurance processes, including annual course advisory meetings (CAC), assessment validation, moderation and documentation requirements.
- Initiate and lead division-level projects and strategic education initiatives, ensuring delivery within agreed timelines and scope.
- Collaborate with Discipline Leaders, Learning Design, Student Administration and Marketing to ensure coordinated and high-quality course

delivery.

- Build and sustain strategic partnerships with industry and community groups to enhance curriculum relevance, placement pathways and graduate outcomes.
- Maintain a visible and active presence across campuses, representing the common curriculum in institutional forums and events.

Selection competencies

Essential competencies

- Demonstrated senior academic leadership experience, including leading and developing academic teams in a tertiary education context.
- Demonstrated expertise in creativity, creative thinking and/or critical thinking, with the ability to translate theory into transferable curriculum frameworks across diverse disciplines.
- Proven experience in curriculum design, course leadership and academic quality assurance processes, including assessment validation and moderation.
- Strong understanding of transitions pedagogy and student progression in higher education.
- Demonstrated experience embedding inclusive curriculum practices, with working knowledge of Universal Design for Learning beyond compliance-based accessibility approaches.
- Experience leading complex projects and delivering strategic education initiatives within agreed timelines.
- Strong stakeholder management skills, with the ability to collaborate effectively across disciplines and with professional services teams.
- Demonstrated ability to build and sustain productive partnerships with industry and/or community organisations.
- Highly developed communication and interpersonal skills, with the ability to influence, engage and represent academic initiatives across multiple campuses.
- Capacity to balance strategic thinking with operational oversight and accountability.
- Relevant postgraduate qualification (or equivalent experience).

Desirable competencies

- Experience leading shared or cross-disciplinary curriculum initiatives within a multi-discipline institution.
- Expertise in creativity and creative and critical thinking approaches transferable across disciplines.
- Experience embedding Universal Design for Learning at a program or institutional level.
- Experience working across multiple campuses or distributed teaching teams.
- Evidence of scholarly practice in learning and teaching, including publication, presentation or funded projects.
- Understanding of regulatory and governance frameworks relevant to Australian higher education.

Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values. As a Senior Leader, this role leads by example in embodying our core values of:

CURIOSITY Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

KINDNESS Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

CONNECTION Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

COURAGE Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

MASTERY Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.