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## POSITION DESCRIPTION

# Specialisation Lead Learning & Teaching

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Faculty/Division

Engineering

Original document creation

11/10/2024

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### Position Summary

This position will lead the specialisation teaching team in developing, monitoring, and evaluating the curriculum to ensure it remains current, engaging, and aligned with industry standards. Key responsibilities include overseeing data analysis to inform evidence-based planning. This involves analysing student performance data, course feedback, enrolment statistics, industry trends, and accreditation requirements to make informed decisions about curriculum improvements.

A crucial aspect of this role is adopting a programmatic approach to ensure curriculum changes do not negatively impact alignment and assurance of learning outcomes. Additionally, the role involves supporting teaching staff, advising on administrative matters, and liaising with stakeholders to maintain the specialisation's relevance and innovation. Collaboration with marketing and recruitment teams to promote the program and manage content for the Engineering website and UNSW Handbook is also required.

### Accountabilities

Specific accountabilities for this role include:

#### Assurance of learning, quality assurance and accreditation:

- Lead the specialisation team in the development, monitoring and evaluation of the curriculum to ensure it remains up-to-date, meaningful and engaging in terms of scholarly content, disciplinary knowledge, professional practice, pedagogical approach and supporting technologies.
- Develop and maintain the specialisation assessment plan to incorporate invigilated exams and programmatic assessment at key points across the learning journey.
- Oversee the systematic analysis of appropriate data (e.g. UNSW Info Hub dashboards, MyExperience, etc) to assist in effective and evidence-based planning, reporting, and decision-making for the specialisation.

- Engage with Course Coordinators and Deputy Heads of School concerning proposed course/curriculum changes to ensure constructive alignment of learning activities, assessments, course, specialisation and program learning outcomes, pre-requisites, professional standards and graduate capabilities, along with compliance with UNSW and Faculty policies and procedures.
- Ensure that the specialisation and its management comply with the standards and expectations of relevant professional and international accreditation bodies (such as Engineers Australia, Institute of Chemical Engineers, Institute of Food Technologists, Australian Computer Society).
- Contribute to academic program reviews, accreditation reports and review visits as required
- Support teaching staff in the specialisation to develop curriculum knowledge for informed course design and teaching decisions, taking a programmatic lens and ensuring alignment with the broader curriculum context.

#### Administration and operational matters:

- Provide disciplinary input to assist Teaching Support Officers in term planning, timetabling etc.
- Provide advice to the Nucleus, Student and Academic Advisors on permissible course substitutions, requisite waivers, and cross institutional study matches as required.

#### Specialisation liaison and external relationships:

- Serve as the liaison point for the specialisation in stakeholder consultation across the Faculty and University and represent the specialisation on committees and working groups as appropriate.
- Ensure the specialisation remains contemporary, innovative and engaging through the involvement of industry and professional bodies, potential employers, and other relevant external stakeholders.
- Champion the specialisation to internal and external stakeholders and be prepared to brief stakeholders on specialisation developments.

#### Program marketing and recruitment:

- Work with the Future Students Recruitment Team to develop and review marketing materials and student recruitment plans.
- Assist with information sessions and activities such as Open Day and student orientations.
- Ensure currency and relevance content on the specialisation for the Engineering website and UNSW Handbook.

#### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role

**Commented [FH1]:** I'm not sure how this fits in with our optimised ECLIPS workflow as this is currently the DHoS's role...

**Commented [GF2R1]:** I am concerned if we don't write them into the new optimised workflow, they might be by-passed by one of their discipline colleagues and then how can they maintain oversight of the curriculum as a whole?

**Commented [FH3R1]:** We can discuss further - I think discussion with the specialisation lead is an important part of the School-internal process, but not something we can require or enforce as part of the ECLIPS workflow. Some courses are part of multiple specialisations. so there are potentially a lot of people in the mix. I think it's going to be up to the Schools to work on their processes to ensure that changes to courses don't happen without engagement with specialisation leads.

**Commented [GF4R1]:** Updated

**Commented [WA5]:** Spell these out