

Position Details			
Business Entity	Kaplan Professional	Department	Learning & Delivery
Job Title	Curriculum Technical Advisor	Location	Sydney
Reports To	Head of Academic Faculty	Direct Reports	Nil

Overall Purpose
The role of Curriculum Technical Adviser is responsible for constructively contributing to the discipline-specific academic knowledge, skill and delivery of Kaplan Professional's high quality online courses and qualifications within the financial services disciplines. It would suit an early career academic with relevant industry and professional experience. The successful candidate will also have the opportunity to participate in scholarly activity related to their disciplinary area.

Key Responsibilities
<ul style="list-style-type: none"> Contributing academic knowledge and skill to course material Developing, delivering, and reviewing courseware in collaboration with Course Coordinators to constructively contribute to a student's positive learning experience Active involvement in ensuring courses match the current scholarly requirements of the discipline, are aligned with course learning outcomes and are compliant with regulatory, professional body and Kaplan requirements and expectations Delivery of online lectures, tutorials and assessment marking as required Collaborating with internal and external stakeholders regarding course development and review processes including but not limited to course design, content renewal and accreditation Providing discipline specific and academic support to other business units as required to support student's progression through a course and/or support directly to students as required Serving, as required, as a member of relevant Kaplan Academic Governance Committee(s) Developing and maintaining relationships with internal and external stakeholders.
Contribute to a supportive, positive and safe workplace <ul style="list-style-type: none"> Compliance with all company policies and procedures including WHS legislation requirements Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health Being a productive member of the Kaplan team by displaying the Company values through your day to day role Adherence to Company Policy and Procedure

Qualifications and Skills

Essential

- A postgraduate qualification in a finance-related discipline, such as Financial Planning, Accounting, or Applied Finance
- Demonstrated skills and extensive knowledge relevant to the finance discipline (academic and professional)
- Experience in developing learning and assessment resources to enhance student experience
- Excellent writing and verbal communication skills
- Demonstrated ability to meet deadlines
- Project management skills
- Demonstrated maintenance of disciplinary knowledge and continuing professional development.

Desirable

- Experience working in an HEP, RTO or other learning and development environment would be advantageous

Employee Signature _____ Date _____

Manager Signature _____ Date _____