



POSITION DESCRIPTION

POSTION:	Curriculum Developer
REPORTS TO:	Academic Strategy Manager
DELAGTIONS	None
DIRECT REPORTS:	None
LOCATION:	Wellington

Position Summary

The primary function of the Curriculum Developer is to develop and maintain quality curriculum products for Computer Power Plus. Curriculum products include but are not limited to: Courseware, assessments, assessment schedules, marking guides and model answers. The person filling this role is to ensure that effective project management of the development and maintenance of curriculum, product and collateral takes place under the supervision of the Academic Strategy Manager.

Duties

Provision of quality curriculum to the Computer Power Plus campuses and its customers.

- Develop courseware and assessment activities that are purposefully aligned with the NZQA qualification requirements and approved programme documentation.
- Develop courseware activities and assessments that are engaging for learners and, at the same time, providing opportunities for the application of knowledge and skills in a range of relevant and authentic contexts
- Incorporate useful skills and knowledge in courseware that develops students' "work readiness".
- Engage with the relevant technical community and incorporate their feedback into courseware.
- Specify correctly, adequate and appropriate resources
- Design and develop assessments and assessment schedules which are manageable, valid, equitable, and that have integrity.
- Provide feedback to management, academic staff, peers and students that is clearly articulated and useful.
- Moderate assessment materials.
- Other duties as required

Relationships

- Maintains good business relationships with key stakeholders
- Has productive working relationships across business functions
- Maintains peer level relationships with the curriculum and wider education team.

Review Processes

Performance Review will be conducted annually. The Curriculum Developer will do self-assessment; Academic Strategy Manager will discuss outcome with parties.

Professional Development Review will be conducted annually. Development opportunities will be discussed and negotiated between the Curriculum Developer and Academic Strategy Manager.

KPI's

- Ability to communicate risks associated meeting the completion of new and revised curriculum courses
- Educational and technical ability in producing agreed curriculum with a reasonable number of curriculum revision requests
- Assessment materials when moderated have reasonable requirements for improvement

Prerequisites

Essential

- Vocational qualifications in Information Technology
- Technical Skills:
 - Hardware knowledge - relevant to CompTIA A+
 - Operating System knowledge – Windows 10, Windows Server 2012/2016 (MCSA), Linux (e.g. RHSE)
 - Networking knowledge – relevant to CompTIA Network+, and CCNA (R&S, Security, Collaboration, Wireless)
 - Familiar with e-mail systems, Microsoft System Center, virtualisation (e.g. Hyper-V, KVM Hypervisor, Containers), and cloud technologies (e.g. Azure)
- Excellent writing and editing skills
- Ability to view courseware from a student point of view
- Ability to quickly learn new skills and adapt to new technologies
- Excellent communication and interpersonal skills
- Ability to work independently as well as within groups

Desirable

- Experience in creating courseware content, activities and assessments
- Experience with a Learning Management System (LMS)
- Programming and web knowledge
- Project management knowledge
- General business and information systems knowledge
- Word processing, desktop publishing, and picture editing skills