

## Job Description

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<b>Job Title:</b>	Senior Manager, Curriculum Development
<b>Department:</b>	Waterloo Professional Development (WatPD)
<b>Reports To:</b>	Director, Waterloo Professional Development
<b>Jobs Reporting:</b>	Work Integrated Learning Training Coordinator, (Program Development Specialists, Digital Media Developers)
<b>Salary Grade:</b>	USG 11
<b>Effective Date:</b>	June 2020

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### **Primary Purpose**

The Senior Manager, Curriculum Development is accountable to the Director, Work-Integrated Learning, and provides support for the strategic leadership and effective management of the University's WIL teaching and learning activities including credit courses and programs for students, as well as non-credit, online and face-to-face professional development programs for faculty, staff, employers and lifelong learners. Major areas of responsibility include directing the design and development of WIL related teaching and learning activities ensuring that best practices in teaching and learning are employed across the academic and lifelong learning curricula, and ensuring rigor and relevance of the courses and programs to support the University's goal of being world leader in co-operative and experiential education.

### **Key Accountabilities**

#### **Leadership and strategic direction for the pedagogy behind work-integrated learning programs**

- Develops strategic direction for the work and research agenda of the Curriculum Development group to establish overall program and course designs, ensuring advancement of the teaching goals of the University.
- Leads development of WIL related teaching and learning (e.g. resources, workshops and courses).
  - Guides the development of academic curriculum delivered to undergraduate and graduate students.
  - Guides the development of professional development offerings for CEE.
  - Guides the development of non-credit courses and training to support the evolution and commercialization of WIL related professional development offerings outside of the uWaterloo community.
- Stays current with educational, technological, and societal trends impacting the delivery of higher education, and formulates positions based on this information for optimal strategies related to both online and face-to-face learning.
- Negotiate collaborative and legal agreements with course authors, subject matter experts and the Centre for Extended Learning.
- Provides leadership and oversight for the development and delivery of in-person training such as multi-day Institutes and conferences related to WIL.

#### **Participates in the planning and contributes to the achievement of University strategic goals related to excellence and leadership in work-integrated learning**

- Support the Director, WIL Programs to ensure that WIL PD provides top-quality professional development courses, workshops, and corporate training that advance the goals and objectives of

the University as they relate to innovation, reputation, WIL leadership and employer and alumni engagement.

- Directs the intake, prioritization, and resourcing of development projects
- Works to inform and develop plans to achieve the WIL goals of Faculties, Departments, and instructors; provides support in the form of information, advice, and development resources
- Oversees needs assessment and recommends new courses and training for campus partner, employer, and practitioner WIL professional development.
- Facilitates and coordinates discussion with members of the university support the growth of quality and expertise in WIL.
- Establishes external connections and relationships to stay informed of provincial, national and international initiatives; participates, represents, and in some cases, leads Waterloo's involvement in external initiatives and collaborative projects.
- Allocates resources to the development of non-credit programming.
- Consults with CEE on projects related to WIL learning and training.
- Represent and promote the University's strong reputation for work-integrated learning through membership in provincial, national, and international professional associations; presenting at conferences; and by networking with fellow practitioners across the country.
- Ensure that WIL PD provides top-quality professional development courses, workshops, and corporate training that advance the goals and objectives of the University as they relate to innovation, reputation, WIL leadership and employer and alumni engagement.

### **Staff and Resource Management**

- Ultimately accountable for the output of ongoing and contract employees in the Curriculum Development group who are responsible for the design and development of courses, workshops and training, and events such as conferences and institutes
- Provide support, coaching, and development of the staff reporting to this position
- Actively involved in the recruitment and retention of a team of uniquely-skilled, creative individuals
- Monitors and continually assesses strategies to increase efficiency and productivity of the group
- Helps provide overall unit leadership as part of the WIL Programs senior management team
- Collaborate closely with the Centre for Extended Learning (CEL) to ensure effective and efficient course development and redevelopment of academic courses.
- As a member of the WIL Programs leadership team,
  - participates in the development of departmental strategy and vision building;
  - establishes processes and procedures for the WIL Programs team;
  - builds an engaging and inspiring work environment;
  - promotes the work of WIL Programs internally and externally within the WIL community

### **Program Development and Management**

- Through research, analysis, monitoring and understanding, generate new program ideas
- Continually renew program offerings to meet market needs and financial targets
- Develop internal and external relationships with WIL practitioners to identify workforce needs and support appropriate program development
- Cultivate formal partnerships with academic departments, research centres, and Academic Support Units, to leverage and deliver Waterloo WIL expertise through non-credit offerings
- Establishes and maintains business relationships with individuals with appropriate credentials and expertise to author content and/or teach courses and programs
- Identify opportunities to bridge or repurpose credit and non-credit programs
- Oversee development of and approval of curricula, ensuring competencies and learning outcomes are appropriate and meet learner needs

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- Collaborate with the Associate Director to ensure alignment of PD courses and EDGE program with faculty goals and curriculum.
- Works with IST and both internal and University committees to ensure that the technology (i.e. software, media, etc.) supports the desired pedagogical, instructional, and development best practices.
- Ensures the department's academic programs adhere to the University's guidelines and policies
- Responsible for ensuring that University learning and related support and training activities comply with accessibility, copyright, and privacy legislation, CEE and university standards for quality, and University policies.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Masters level degree in education, educational technology, distance education, adult education or a related field

#### **Experience**

- 4-5 years of relevant, related experience in the management of teams involved in design, development, and delivery of curriculum in a post-secondary environment
- Experience with high-volume resource management and scheduling, and prioritizing competing demands
- Success in cultivating relationships with academic faculty and staff

#### **Knowledge/Skills/Abilities**

- Comprehensive understanding of instructional design theory and methodologies, and their application in learning
- In-depth understanding of professional development, adult and continuing education
- Knowledge of the Canadian and international learning and WIL landscape
- Demonstrated ability to develop and build and maintain positive relationships with project stakeholders and senior administrators
- In-depth understanding of e-learning tools, including Learning Management Systems (e.g., LEARN), media development tools, collaboration tools, etc., and their application in higher education  
Intermediate skill level in Microsoft Office suite

### **Nature and Scope**

- **Contacts:** This role will need to build effective communication channels and trust relationships with other units in CEE, academic units (including faculty members, chairs and deans), as well as external employers, organizations, and partners; as well as staff in other departments and academic support units
- **Level of Responsibility:** Overall responsibility for the Curriculum and Development unit. This role will be responsible for helping set goals and direction for the team. This role will advise the Director on policy and strategic direction for unit as well as decisions that impact the University overall. Build and maintain good relationships with course instructors and subject matter experts, Faculties and external stakeholders.

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- **Decision-Making Authority:** All operational decisions within unit, including allocation of budget to program development, marketing and staffing; creation and execution of unit strategic plan in consultation with the Director, WIL Programs
- **Physical and Sensory Demands:** Frequent distractions and competing priorities.
- **Working Environment:** Mostly office, meetings across campus, with some travel.