

AICD, Head of Curriculum

- Newly created leadership role
- World leading governance education provider
- Innovation, quality and impact focus

The Australian Institute of Company Directors is committed to strengthening society through world-class governance. As the independent and trusted voice of governance, our membership of more than 50,000 includes directors and senior leaders from business, government, and the not-for-profit sectors.

The newly created role of **Head of Curriculum** will lead and drive the development of the AICD's education offerings, providing strategic leadership, oversight and vision to shape the existing portfolio and champion innovation and growth.

We are looking for an established, strategic and forward-thinking adult education specialist with a focus on best practice and a track record in leading high performing teams and driving strategic impact and results. Reporting to the Group Head Education, you will be an outstanding communicator with a contemporary understanding of modern pedagogy.

The AICD's education portfolio includes the world-leading Company Directors Course, and a comprehensive director curriculum aligned to AICD's purpose and mission, with more than 14,500 course participants and 40,000+ webinar registrations annually.

You will be required to have relevant tertiary qualifications and experience leading multi-disciplinary education teams.

Closing date for applications is 23:59 AEST Sunday 19th October 2025.

To apply and for a copy of the **candidate information pack**, please go to www.derwentsearch.com.au and click on 'Search Jobs' to find this position listed. Your application should include: A current resume (no more than four pages) and a succinct pitch (maximum 750 words) that tells us why you are the right candidate and what you'll bring to the role. If you have any questions, please contact Emma Alberici by email publicsector@derwentsearch.com.au or 0419 683 660.

Position Description

Head of Curriculum

About the Role

Department: Education

Location: Sydney

Reports to: Group Head of Education

Direct reports: Up to 4

Role purpose

The Head of Curriculum provides strategic leadership of the AICD's curriculum, ensuring that it remains dynamic, contemporary and meets the needs of AICD's learners now and into the future.

The role leads a team of education specialists to drive continuous improvement of and investment in AICD's curriculum. Responsibilities include curriculum development, design and development of education products, programs and pathways, and frameworks and standards on facilitation, assessment and accreditation. The role has a strong focus on collaboration, innovation, data and technology informed design, and quality assurance. Working closely with the Head of Education Proposition, this senior leadership role contributes to strategy and will lead, engage and develop team members.

Key Responsibilities

Insights & Leadership

- Provide insights and leadership to the Education team and AICD leadership on education trends, emerging methodologies and best practice in governance education.
- With the Head of Education Proposition, champion a culture of innovation, collaboration, quality and continuous improvement within the education team and across the education value chain.
- Elevate and embed a culture of data-driven, research informed, and technology enabled design and experience, encouraging challenge and testing of new ideas and approaches.
- Contribute to AICD strategies, projects and priority initiatives as a senior leader.

Curriculum & product development

- Oversee the currency, relevance and quality of AICD's curriculum to ensure that it sets the global benchmark for governance education, now and in the future.
- Set effective processes for curriculum review and improvement (including retiring, initiating and updating programs and pathways) drawing on relevant benchmarks and standards.
- Lead product design & development to deliver engaging and impactful learning experiences, facilitating collaboration with subject matter experts and internal and external stakeholders.
- Develop learning pathways that position AICD as the home of lifelong director learning, aligned with director lifecycle and professional development standards and good practice.

- Ensure learning assets (e.g., courseware, webinars, online courses, case studies, content, experience guides) comply with educational standards and AICD protocols and processes.
- With the Head of Education Proposition, ensure that product design and development is aligned with and supported by AICD's education proposition, digital enablement and strategic priorities.

Curriculum Implementation

- Drive effective implementation of education programs across the product lifecycle, defining requirements to cross-departmental activities for successful implementation and go-to-market.
- Oversee a curriculum change framework to ensure effective implementation, driving processes for collaboration and clarity across relevant AICD internal teams.
- Leverage learner and market insights in assessing curriculum performance, gaps and responses
- Working with the Product Manager – Courses, monitor and respond to portfolio performance and support effective scheduling, pricing and cancellation processes.

Faculty Teaching Standards

- Set standards for facilitation aligned to curriculum and education products and collaborate with and support Faculty Operations in accreditation and the implementation of standards.
- Set strategy and priorities for Faculty of the Future, collaborating with Faculty Operations.

Assessment & Accreditation

- Lead the design and development of assessment strategies and methodologies, collaborating with and supporting Education Operation in effective implementation.
- Design the academic integrity framework and support Education Operations in implementation.
- Oversee accreditation frameworks and certification, credentials and digital badging initiatives.

External Stakeholder Management

- Develop and maintain education, governance and business partners to enable collaboration, share ideas and solutions, and extend the reach and impact of the AICD's curriculum.
- Oversee engagement with AICD's faculty of writers and reviewers, ensuring a strong capability pipeline to address the AICD's ongoing and emerging content development requirements.

Project Management

- Ensure strong project management within the curriculum team.
- Manage contracts, suppliers and SLAs within budgetary guidelines to meet deadlines and targets, ensure protection of intellectual property, and meet quality criteria.
- With the Head of Education Proposition, ensure alignment on strategic and education priorities.
- Establish effective cross AICD processes to support performance.

Quality Assurance

- Strategic oversight and leadership of education quality assurance processes.
- Ensure all curriculum materials comply with educational standards and AICD protocols.
- Monitor learner feedback data and insights to lead continuous improvement initiatives.
- Drive cross-AICD processes to identify and respond to quality and learner satisfaction issues

Team Management

- Plan, control and execute budgets using knowledge, skills, and resources to meet budget.
- Lead, develop, motivate and coach employees to enhance their performance.
- Support employees in performance development to achieve their career goals.
- Manage poor performance in accordance with AICD's policies and procedures.
- Oversee regular reviews of systems/processes to implement continuous improvements.

- Where required, contribute to client proposals and ensure quality outcomes for clients.

AICD Contribution

- Contribute to the development of the department operation plan, suggesting ideas that create solutions for the team, and in turn the organisation.
- Undertake or contribute to specific national projects or initiatives that support the AICD's strategic plan as required.
- Proactively provide feedback and ideas to AICD for continuous improvement and to achieve O&KRs, budgets and strategic goals.

Other duties in line with competencies and skills may be required on an ad hoc or permanent basis

Essential knowledge, skills and experience

- Post Graduate qualification in Education and/or Business or a related discipline.
- Extensive experience leading education/curriculum design and development (including nationally recognised curriculum) for an executive-level audience, preferably within a corporate or professional education setting.
- Proven track record in leading the design and development of blended course formats to world-leading standards.
- General awareness and knowledge of trends and challenges within director education/development.
- Knowledge of best practices in adult learning, instructional design and curriculum implementation.
- Experience working with boards, or a track record as a non-executive director.
- Excellent communication and stakeholder management abilities.
- Proven ability to lead collaboratively and effectively.
- Experience, ideally at a senior executive level, leading an education function within membership institutions or professional services firms.

Competencies

- Adapting and Responding to Change
- Writing and Reporting
- Formulating Strategies and Concepts
- Entrepreneurial and Commercial Thinking
- Persuading and Influencing
- Deciding and Initiating Action

Our Purpose

To strengthen society through world-class governance.

Our Mission

To be the independent and trusted voice of governance, building the capability of a community of leaders for the benefit of society.

Our Strategy

Our strategic vision is for the AICD to be the leading global platform that provides all members a voice, a community and the capabilities they need across their lifetime as directors.

We achieve this strategy through:

- **Governance & Policy Leadership** – the AICD is the trusted voice of good governance, driving positive change in policy and practice.
- **Education & Development** – the AICD gives members confidence in their lifelong journey as corporate leaders.
- **Community** – the AICD offers members a network of peers that reinforces and extends their practice of good governance.

Our Values



Accountability

Independent and trusted

- To retain the community's trust, we act ethically and responsibly and in the interests of our members.
- As One Team, we balance individual member needs with our responsibility to AICD's diverse membership and the community.
- We hold ourselves accountable.
- When we make a commitment, we strive to keep it.
- If we fall behind, we engage our stakeholders to manage the consequences.
- If we make a mistake, we acknowledge and correct it.



Respect

The voice of governance

- As One Team, we appreciate and respect the different perspectives and roles of our AICD colleagues.
- We listen actively and communicate openly, genuinely engaging to canvass for the best options before acting or deciding.
- When we disagree, we resolve our disagreements directly with our colleagues, sensibly and professionally.
- And when we move past our disagreements, they are in the past.



Excellence

Building capability

- To set the benchmark for governance insight and education, our focus is on the fundamental challenges and emerging issues confronting our membership.
- We must inspire and enable our members to lift their standards of practice.
- As One Team, our work is 'fit for purpose': focused on priorities, thorough, considered, and consistently performed to high professional standards and expectations.



Collaboration

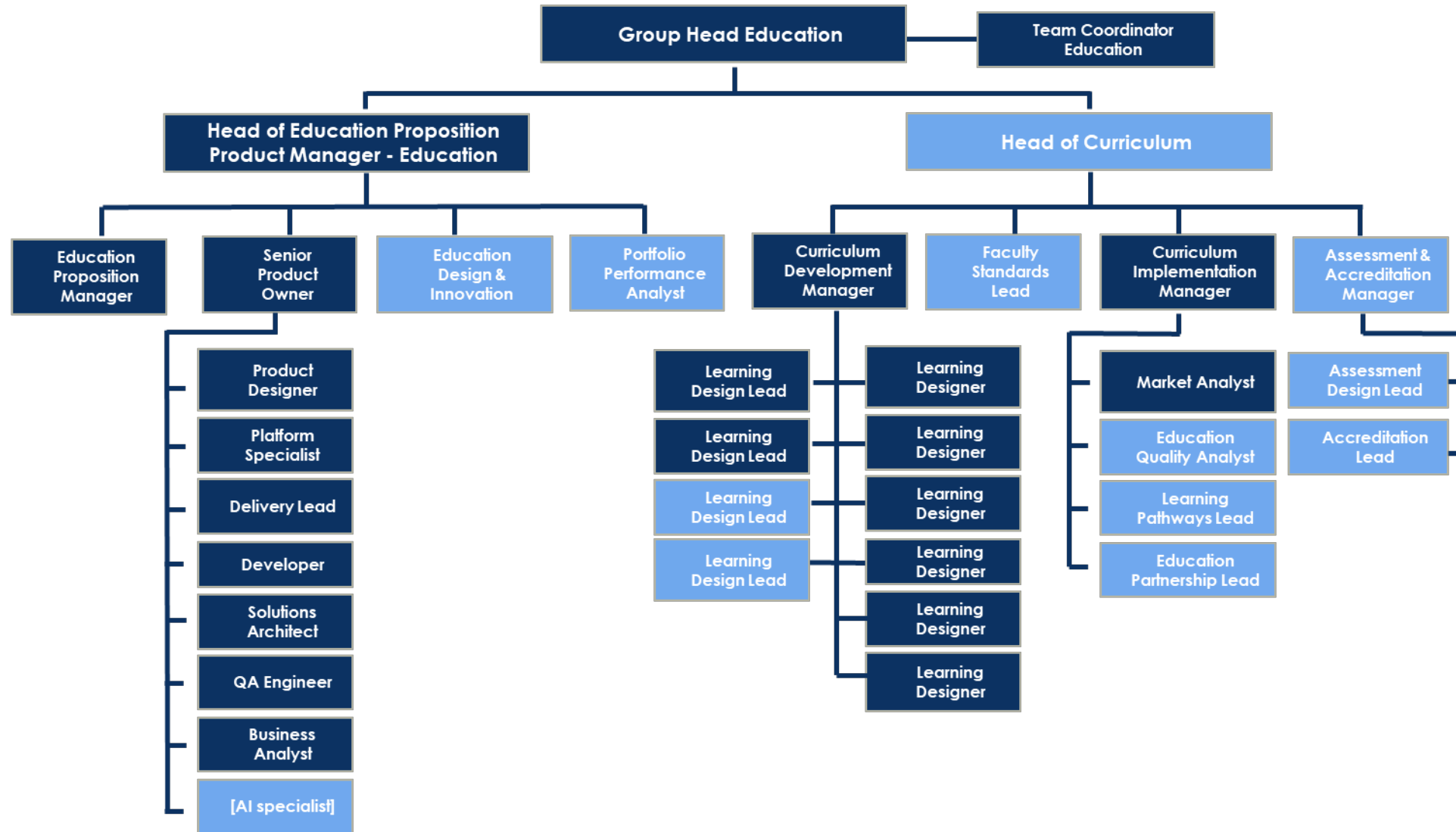
A community of leaders

- To benefit society, we work together to address the diverse needs of our community.
- No individual or single team can capture that diversity and knowledge, and we collaborate to share what we know.
- Working as One Team, we accept that there are compromises and choices. and we collaborate to make any decision the best possible outcome for everyone tasked with its execution.
- We don't avoid or ignore different views. And when decisions are made, we work together to focus on the task.

Education| Organisation Structure

New/Vacant Role

Existing Role



Confidential