

Candidate Information Pack

Organisation: Australian Institute of Company Directors
Position: Head of Curriculum
Consultant: Emma Alberici, Partner
Date: October 2025

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Resources:

- [Equal employment opportunity statement](#)
- [Diversity policy](#)

The Organisation

The Australian Institute of Company Directors (AICD) is an independent membership-based organisation. Every year it runs hundreds of programs and courses on the theory of corporate governance and how to apply it in practice across different sectors and industries.

The AICD also provides updates and new perspectives on governance and related topics, advocate for excellence, and analyse relevant policy on behalf of its members and the wider governance community.

Corporate governance is the system of processes and relationships by which an organisation is controlled and operates. It is a broad term which covers many components, including decision making, legal compliance, finance, strategy, risk and stakeholder management. Effective governance is a framework which best meets an organisation's individual needs and circumstances, helping to drive performance while aiding conformance with internal and external requirements.

Organisational Structure

The AICD is a national organisation with seven state and territory divisions. Its national Board, which currently consists of 12 directors, is its governing body. The Board is comprised of not more than four National directors, seven Division directors, and a Chief Executive Officer who may be appointed as a Director by the Board. The Board appoints the chair.

AICD's Constitution

The AICD has a national office in Sydney, Australia, offices in all Australian states, the ACT and representation in Darwin. Members are served by their state division and a state manager, and that office reports to the national office on the effective running of the division.

Each division has a Council of up to 11 representatives, with up to six councillors elected by members from that state, up to four councillors appointed by the Council and one councillor holding the position of Division Director Councillor and serving as a director on the Board.

The AICD's national office is structured to support its state divisions. It delivers core education courses and events, develops policy on director issues, publishes Company Director magazine and good practice books for directors, and represents the views of members nationally.

History

The origins of the AICD can be traced back to the United Kingdom's Institute of Directors (IoD), formed by Royal Charter in 1906.

Branches of the IoD appeared in the Australian states in the 1960s. These branches were amalgamated in January 1971 under the Institute of Directors in Australia, an autonomous body affiliated with the IoD in the United Kingdom. The challenge of servicing state branches saw the emergence of the Company Directors Association of Australia in 1982. The two bodies merged on 1 January 1990 to form the AICD.

International associations

The AICD is a founding member of the Global Director Development Circle, a group now known as the Global Network of Director Institutes (GNDI). Membership with GNDI provides AICD with a forum to demonstrate the leadership of Australian directors internationally, and to share its expertise in corporate governance and professional director development. GNDI is comprised of 25 membership associations for directors globally, including from Australia, the UK, US, Canada, Malaysia, New Zealand, Brazil, South Africa, Vietnam, Turkey, Thailand, Switzerland, Sri-Lanka, Singapore, Spain, Philippines, Pakistan, Namibia, Mauritius, Israel, Ireland, Hong Kong, Gulf States, Europe and Argentina.

Why Work at the AICD?

The Australian Institute of Company Directors works with talented people to improve the standard of governance in Australia and overseas.

The AICD makes a positive impact on society and the economy through governance education, director development and advocacy. The organisation has a values-driven, positive culture, and values both the professional and personal lives of its people.

Why should you consider working at the AICD?

Growth and Opportunity

The AICD's rapid membership growth creates a fast-paced, dynamic professional environment. This growth creates opportunity for its people to develop in their roles to meet the organisation's emerging business needs and their own career goals. The AICD environment is ever evolving. This gives its people opportunity to enhance their skills by developing new products and business systems.

The AICD develops its people through a capability framework and development planning process that equips its people to succeed at AICD and throughout their careers.

Values-driven, positive culture

The AICD is committed to embedding [its values](#) and desired cultural qualities into every part of the organisation. The organisation offers programs which give its people and teams opportunities to appreciate these values and to find new ways to improve the organisation through its values framework.

People-focused

The AICD values both the professional and personal lives of its people. The organisation offers flexible work options, professional development that goes beyond people's immediate roles, and a range of financial benefits. For more information, read about the AICD's employment benefits.

What the AICD looks for

- People who want to lead their own career development by taking advantage of the rich educational and professional development environment offered at AICD
- People who want to create a lasting, positive impact on AICD and the quality of governance in Australia
- People who can add value to AICD through a strong customer focus
- People who are willing to 'give it a go together,' to change and adapt as the organisation grows
- People who identify with and commit to displaying AICD's values in everything they do

The AICD Board

The governing body of the organisation, the Board, provides oversight within the framework of relevant legislation (including the Corporations Act), AICD's Constitution and Board Charter.

The responsibilities of the Board include setting and reviewing AICD's strategic direction, monitoring organisational performance, the appointment of the CEO and deciding on key policy positions to take on behalf of directors.

The Board currently consists of 13 directors, including 4 National Directors, one of whom is the chair, 8 Division Directors and the Managing Director and Chief Executive Officer. The procedure for the appointment of directors can be found in AICD's Constitution.

The AICD maintains a Board Skills Matrix that sets out the mix of skills and experience of each director, which is reviewed annually. The Board Skills Matrix is [found here](#).

Advertisement

Head of Curriculum

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

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 Group Head of Education and 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 Group Head of Education and 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 – Education, 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 Group Head of Education and Head of Education Proposition/Product Manager - Education, 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.

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.



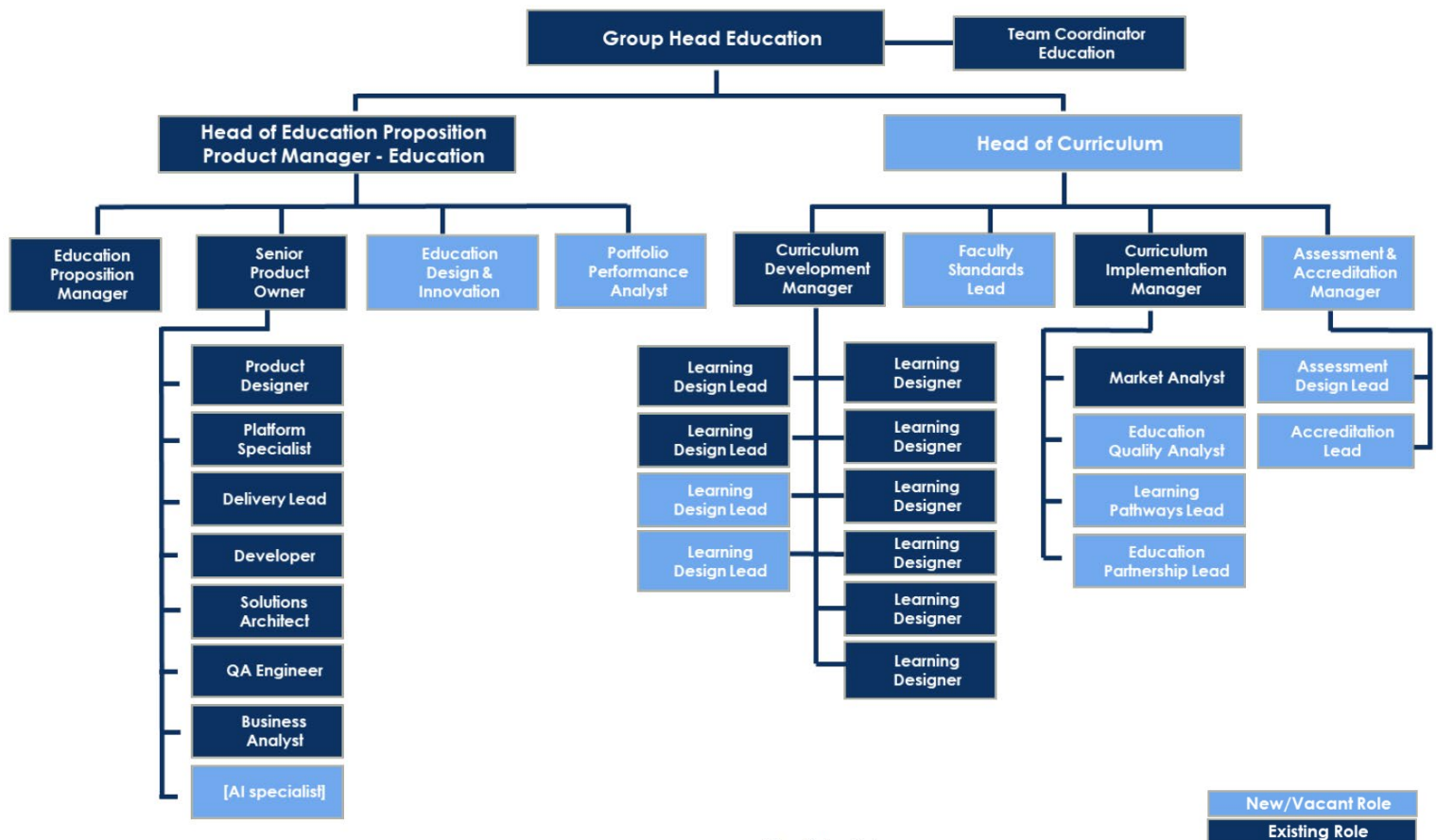
Collaboration

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.

Organisation Structure

Education Organisation Structure



Confidential

Company Directors



Mark Rigotti

Managing Director & CEO, AICD

Mark joined the Australian Institute of Company Directors as Managing Director and Chief Executive Officer in 2022. Mark served as the Global CEO at Herbert Smith Freehills (HSF) for two terms over 2014- 2020 where he was also a Partner. He was also Chair of the firm's Global Executive, Chair of the Global Diversity & Inclusion Group and a Member of the HSF Global Partnership Council. He was responsible for developing and implementing the "Beyond 2020" strategy. Prior to becoming the Global CEO of HSF, he was a member of the management team having led a number of practice groups including the Banking and Finance Group as well as the Corporate Group. He practiced as a Partner in the Banking & Finance area.

Mark is a Director of Redkite Children's Charity, a Non-Executive Director of Smartgroup Corporation Limited (ASX: SIQ) and a Board Member of the European Australian Business Council. Additionally, Mark is a member of Financial Services Institute of Australia.

Mark was based in London from 2013 until 2020.

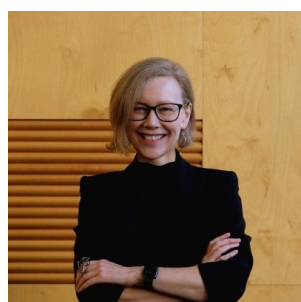
He is a graduate of the University of Sydney; Melbourne University (Mt Eliza), Harvard University and Singularity University.



Louise Petschler

General Manager, Education & Policy Leadership

Louise joined AICD in 2015 having previously been the CEO of the Customer Owned Banking Association as well as senior roles in financial services, government, and community organisations. She has served on boards in the financial services and community sector and is currently a director of HADIA Foundation, a charity providing humanitarian services in Afghanistan. Louise is a graduate member of the AICD and a member of Chief Executive Women.



Dr Sarah Jones
Group Head Education

Dr Sarah Jones is an education, governance, and innovation leader with more than two decades' experience driving system-level transformation across universities, government, and enterprise. As Group Head of Education at the Australian Institute of Company Directors (AICD), she leads the strategic evolution of director education to meet the complex demands of contemporary governance and leadership.

Prior to joining AICD, Sarah was Chief Executive Officer of the Sydney School of Entrepreneurship (SSE), where she built national partnerships that delivered entrepreneurial education to thousands of learners across Australia. Her career has spanned senior executive roles at the University of Sydney, where she led major organisational reforms in education and workforce transformation, and advisory roles shaping innovation and leadership development across sectors.

A Fellow of the Royal Society of New South Wales, Graduate of the AICD, and ICF Professional Certified Coach, Sarah is deeply committed to education as a public good—equipping leaders to think systemically, act ethically, and create value for society. She combines strategic foresight with a human-centred approach to learning, ensuring that education remains relevant, rigorous, and transformative

Additional Profiles

[AICD Executive Profiles](#)

Application and Selection Process

Executive Search Partner

Australian Institute of Company Directors has engaged Derwent Search (Derwent) <https://www.derwentsearch.com.au/company-profile> as an independent expert to conduct an executive search and manage the recruitment process. All applications are to be received by Derwent.

To apply

Closing date: Sunday 19 October 2025 11:59pm AEDT

To submit your application, please go to www.derwentsearch.com.au and “Search Jobs” to find a link to the opportunity. Your application must include a resume (up to 4 pages) and a cover letter (up to 750 words) highlighting your interest and suitability.

Enquiries

Please contact Derwent by email publicsector@derwentsearch.com.au and Derwent will reply with appropriate information and/or arrange a convenient time to speak. You may also contact principal consultant Emma Alberici on 0419 683 660.

Selection Process

The selection panel will review the applicant list and assess applicants against the selection criteria to choose candidates to attend a pre-screening interview with Derwent. Derwent will prepare an assessment report for the selection panel to consider. This assessment is based on a candidate's application and pre-screening interview.

The selection panel interview may include a verbal presentation on a topic provided to the candidate immediately prior to the interview, and a capability-based interview designed to reflect the selection criteria for the position. Candidates progressing to the final stage may also be required to complete additional assessments such as on-line personality and cognitive assessments.

Pre-employment verification and background checks

The following checks will be conducted for the candidate(s) in final consideration:

- National Police Check
- Professional Membership
- Academic Qualifications
- Bankruptcy
- Financial Regulatory
- Media Searches

Referee Reports

Candidates at an advanced stage of consideration will be asked to provide at least two referees who may be contacted as part of the selection process. Additional referees may be sought to assess a candidate's merits for the role, and written references may also be checked.

Candidate Care

Derwent is committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments, including interviews, will be offered a feedback session to discuss their experience and the assessment results.

Candidates with a Disability

Derwent aims to ensure people with disability can access secure and sustainable employment opportunities and are respected for their skills and capabilities. If required, Derwent will provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. You can specify in your application if you have necessary adjustments, or please inform us at any stage, and we can arrange reasonable adjustments on your behalf. If you need to contact us about reasonable adjustments during the recruitment process, please contact Emma Alberici on 0419 683 660 or email: publicsector@derwentsearch.com.au

Thank you for your interest in the Australian Institute of Company Directors