

## POSITION DESCRIPTION AND CANDIDATE INFORMATION

### POSITION DETAILS

<b>Position Title:</b>	Associate Dean – Higher Education (two positions) (Associate Professor/Professor)
<b>Reports to:</b>	Dean – Higher Education
<b>Location:</b>	Melbourne and Sydney CBD

The Victorian Institute of Technology (VIT) is a dual sector education provider committed to providing students with the best possible educational opportunities and outcomes appropriate to their needs. VIT offers Business, English, Hospitality and Information Technology courses to domestic and international students, including Bachelor of Information Technology and Systems, Master of Information Technology and Systems, Master of Business Administration, ELICOS and Certificate III to advanced Diploma of Hospitality programs.

We are currently experiencing an exciting growth phase with the recent establishment of a Sydney campus and a partnership with Edith Cowan University. It is anticipated that in 2019 VIT will have over 2,000 mainly international students enrolled at its Melbourne campus with 600 plus students at the Sydney campus. VIT has excellent facilities and resources with courses being delivered face-to-face, blended and on-line.

As a result of our recent expansion we are seeking to fill two Associate Dean roles with the appointments available at Associate Professor/Level D. (Appointment at Professor/Level E may be considered for an exceptional candidate.) The Associate Deans will report to the Dean – Higher Education, VIT with one position located on the VIT Sydney Campus and the other on the VIT Melbourne Campus.

### KEY ACCOUNTABILITIES

The roles involve taking oversight for the delivery of our higher education programmes and providing some student instruction, teaching at least one unit per semester.

The successful applicants will be responsible for the delivery of the TEQSA approved VIT Higher Education programs and impending new programs at our Sydney and Melbourne campuses and will have responsibility for the coordination of Higher Education programs offered by VIT, including the facilitation of a scholarly culture and environment. They will be required to coordinate activities with their colleagues responsible for delivery of programs on behalf of our partner institutions. They will be expected to maintain a close connection with students by providing some student instruction, teaching at least one unit per semester.

Ongoing responsibilities will include managing all local aspects of the higher education programmes, including staff involved in the delivery of courses and ensuring students benefit from the provision of a quality learning environment.

### **Quality**

- Responsible for ensuring delivery of quality teaching and learning consistent with the Higher Education Standards Framework (HESF 2015), with regards to student participation and attainment, learning environment and teaching domains. This requires appropriate liaison with relevant VIT colleagues regarding governance, information and infrastructure issues that affect the quality of education outcomes.
- Ensure staff teach and assess in accordance with VIT curriculum and relevant HESF and ESOS quality requirements.
- Work with the Dean to ensure documentation is maintained and analysed to enable identification of opportunities for continuous improvement and adherence to related regulatory frameworks.

### **Teaching and Learning**

- Provide leadership in ongoing enhancements of VIT teaching quality and standards requirements.
- Foster a reflective campus culture that values the scholarship of teaching and learning.
- Design, develop and evaluate learning and assessment to ensure compliance with VIT quality requirements and the accredited curriculum and with vendor certification and standards and provide leadership to oversee the smooth operations of the teaching facilities.
- Engage with VIT administrative staff to develop semester class timetables to ensure students can complete their study in normal time, and to maximize the effective use of local institute resources.
- Deliver at least one unit per semester to the student cohort.

### **Students**

- Oversee the timely and effective induction of all new students.
- Ensure and engage in the provision of appropriate support and assistance for all learning and assessment related student matters.
- In conjunction with the Head of Student Administration, ensure that the Institute's Academic Progress policies are implemented.

### **Staff Management**

- Lead and manage the overall work flow within Higher Education at the relevant campus so that all functions are carried out in an efficient and effective manner.
- Provide clear and timely direction and advice and ensure appropriate professional and scholarly development for all staff reporting to this position.
- Engage in recruitment of higher education academic staff including their selection and appointment.
- Ensure delivery of an effective induction program for each newly recruited academic staff member.
- Ensure the teaching personnel profile under your control matches quality requirements, including adherence to AQF+1 or equivalent attainment levels.
- Ensure timely delivery of teaching personnel provision of individual student results, consistent with VIT requirements regarding quality of teaching and learning.

- Ensure that the academic administration staff provide high-quality accurate, timely and comprehensive information to students.
- Lead manage and monitor staff performance against relevant benchmarks.

### Scholarly and Industry Engagement

- Encourage and ensure recording of scholarly activities of teaching staff, consistent with provision of a high-quality higher education environment.
- Maintain effective engagement with a relevant professional body and with industry personnel.
- Maintain an appropriate level of scholarly engagement, consistent with VIT policies and guidelines.

### Service Delivery

- Provide leadership that ensures provision of efficient, high quality services that comply with VIT policies and underpin VIT values and provide value for money outcomes to all stakeholders.
- Ensure the delivery of accessible, accurate, timely and comprehensive information advice to students.
- Ensure a higher education learning environment (which includes lecture theatres, tutorial rooms, student lounges and amenities, library resources and computer laboratories) that satisfy the VIT infrastructure standard.

### Special Projects

- Where requested by the CEO, complete special projects in areas such as student engagement and enhancement of student experience.

## PERFORMANCE MANAGEMENT

Staff performance is managed in accordance with the VIT Staff Performance Management System which incorporates:

- Regular performance reviews
- Ongoing feedback
- Identification of professional development needs and provision of support
- Reward structure

Specific performance goals will be set upon commencement and the goals will be reset during subsequent performance reviews. The focus for the areas of performance for this role (together with example measurement tool) are set out below.

Focus Area	Measure - example
Compliance and recordkeeping	Adherence to HESF 2015
Teaching and learning	Student survey and statistics
Students	Student survey and statistics
Staff management	Staff Performance, retention, leave
Scholarly and industry engagement	Academic staff participation in scholarly activities and Student industry placements
Service delivery	Third party feedback
Special projects	As required to implement VIT Strategic plan

## **KEY SELECTION CRITERIA**

### **Leadership and Management**

- Demonstrated ability to provide leadership and management and work in a collegiate environment while building strong teams, managing budgets and limited resources and coordinating a broad range of functions in line with strategic objectives.
- Demonstrated ability to contribute to the development and achievement of the organisation's strategic goals and maintaining a commitment to achieving shared goals.

### **Teaching**

- Demonstrated experience and knowledge of the technical requirements appropriate to curriculum planning and content delivery and assessment in the required field of education.
- Demonstrated teaching skills and enthusiasm for educating international students in higher education.

### **External Relationships and Partnerships**

- Experience in working collaboratively with partner organisations, industry and community groups.
- Proven ability to develop educational networks at domestic and international levels.

### **Personal Attributes and Qualifications**

- AQF 10 (doctoral) qualification, or equivalent blend of qualification (Masters, AQF 9 minimum) and experience. A teaching qualification is also desirable.
- Highly developed interpersonal communication skills and the ability to engage and manage staff and students in the delivery of high-quality education programs.
- A record of scholarly engagement in a discipline relevant to VIT.

## APPLICATION PROCESS

A national and international search for high calibre candidates is being undertaken by UniRecruit in parallel with the public advertising of these positions.

For confidential enquiries, please contact:

- Michael Toohey on +61 (0) 418 883 807 or [michael.toohey@uni-recruit.com.au](mailto:michael.toohey@uni-recruit.com.au), or
- Graham MacAulay on +61 (0) 419 704 686 or [graham.macaulay@uni-recruit.com.au](mailto:graham.macaulay@uni-recruit.com.au), or
- Ann Newton on +61 (0) 412 358 234 or [ann.newton@uni-recruit.com.au](mailto:ann.newton@uni-recruit.com.au)

## Applications

Your application should include a covering letter in which you address the essential Selection Criteria.

In addition, your application should contain your full curriculum vitae including the following:

- address, mobile and telephone number(s) and email address
- names, telephones and email contact of at least three referees (no contact will be made without your permission)
- employment history, including present position and notice required
- details of education, professional training and qualifications
- details of relevant professional, consulting or industry experience
- research interests, list of publications and research grants awarded
- any other relevant information, such as offices held in professional bodies and community service
- an indication of the earliest date on which you would be able to commence.

All applications should be emailed to Graham MacAulay at [graham.macaulay@uni-recruit.com.au](mailto:graham.macaulay@uni-recruit.com.au).

## Closing Date

Applications close on **Monday, 3 December 2018**.

## Additional information

Additional Information about the Victorian Institute of Technology (VIT) can be found at:

<https://www.vit.edu.au/>