

A Career that **CHANGES LIVES**



POSITION DESCRIPTION

Vice-President Academic – Executive Management Tertiary Education Division

Position Number/s	593082
Position Status	Fixed Term, Full Time
Position Supervisor	Vice Chancellor and President
Number of Positions Supervised	Directly: Up to 13
Budget Accountability	\$165m
Job Family Category	Leadership

You will:

Develop and implement the University's educational vision and be a champion for continuous improvement and innovation in teaching and learning practices throughout the University, including best use of learning technologies in a Higher Education and Vocational Education environment. You will achieve this by working closely with the academic leadership in schools to lead, facilitate and enable strategic conversations that respond to evolving challenges and opportunities.

With responsibility for delivering the University's ambitious education strategy, you will provide inspirational leadership, ensuring rapid and effective University responses to industry need, funding opportunities and government policies. You will also play a critical role in building new partnerships that will generate collaborative opportunities and increase the impact of engagement with our communities.

You are responsible for:

- Initiating, inspiring, and coordinating strategic discussions on pedagogy and educational strategy throughout the University's academic and vocational community, driving the successful implementation of current and new initiatives.
- Ensuring a high-performance culture that enables impactful research, education, community engagement and innovation to flourish.
- Oversight of academic operations including responsibility for seven schools, educational quality, and compliance, learning design and innovation.
- Promoting innovation to maintain and enhance the University's reputation as a leading institution, domestically and internationally.
- Bringing leadership and vision to ensure the University's learning and teaching strategies and outcomes are academically challenging, professionally relevant, and delivered using the best available methodologies and technologies.
- Developing and implementing strategic initiatives/interventions relating to ongoing academic development. This includes actively monitoring the policies and resources needed to support the goals and priorities of all academic and vocational operations.



- Working closely with the Vice-President - Research and the Research Division to deliver key research outcomes and overseeing the development and renewal of cutting edge, professionally acknowledged coursework.
- Embedding mutually beneficial engagement in the ethos and workings of the University and our communities, and managing the University's relationships with business, commerce, and local and regional industry.
- Continuing the University wide program of curriculum renewal to ensure the coherence of courses, maximise rational flexibility for students while minimising duplication and overlap.

As a supervisor you are responsible for:

- Providing mentoring, guidance, and career planning for your staff, ensuring they have access to appropriate professional development activities.
- Undertaking probationary and performance management, and ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance individual and team performance.
- Understanding your responsibilities associated with all university policies and practices in line with operational requirements.
- Allocating and monitoring workload and addressing associated issues in a timely manner.
- Ensuring new staff participate in the university's induction program as well as providing a localised work area orientation.

Selection Criteria

The successful applicant will need to exhibit the knowledge and educational requirements, skills and experience requirements, critical capabilities and motivational and job fit attributes required for the position.

Knowledge and Education	Skills and Experience
Essential - Comprehensive knowledge and understanding of university management, governance, and quality assurance frameworks, including legislative and accountability requirements for the Australian tertiary education sector. - Detailed knowledge of pedagogy, curriculum, and educational best practice. - PhD qualification and a distinguished record of research and scholarship, with the credibility to provide clear academic leadership to the University community.	Essential - Proven leadership skills that demonstrate a collaborative and consultative approach recognising the value every participant brings to an organisation and its success. - Proven track record in improving academic performance, achieving performance targets, enabling innovation, sponsoring change, and managing quality assurance. - Experience with integrated learning technologies and their application to the learning process. - Excellent interpersonal and communication skills, including a proven track record of fostering long-term relationships with a range of stakeholders and positively contributing as a member of an executive management team. - Proven ability to develop, evaluate and implement strategic initiatives, policies, and operational plans to achieve positive outcomes.
Critical capabilities	Motivational and Job Fit Factors
The successful applicant: Achieves results - Sets strategic goals and demonstrates leadership to achieve outcomes. Engages and connects - Shapes the structure and CQUniversity culture of the working environment, focusing and guiding others in accomplishing work objectives. Personifies drive and integrity - Takes responsibility for outcomes and sets high professional standards for others to emulate. Shapes the future - Creates and drives the strategic direction, vision, and values for the University. Communicates with influence - Inspires others by setting and clearly communicating the vision for the future that provides direction for the University.	This position would suit someone who gains job satisfaction from: - Diversity in the workforce. - Collaborating and cooperating with other departments to achieve positive business outcomes. - Continuously improving and exploring new ways to do their job successfully. - Striving to understand and meet customer expectations and satisfaction. - Having intellectual and robust discussions, continual education, professional development, and idea exchange. - Taking risk and seeking promotion of bold ventures that take advantage of unique or emerging business opportunities.

Other job requirements

- Travel, both domestic and international, will be a requirement of this position.