

A Career that **CHANGES LIVES**



POSITION DESCRIPTION

Dean – School of Education and the Arts

You will:

Hold a key leadership position within the Tertiary Education Division and be responsible and accountable for the educational and financial performance of the School in the areas of quality learning and teaching delivery including that related to dual sector course offerings, research and innovation, and community and industry engagement. You will provide high-level strategic leadership, management and enterprise-development skills to drive outcomes within a large multi-campus environment. As part of the Division's Senior Leadership Team, you are responsible to the Vice-President Academic in planning the future of the School.

Working collaboratively within both the Division and the wider University to deliver strategic objectives in a continuous improvement environment, you will build networks and partnerships internally, nationally and internationally to drive performance and enhance the profile of CQUniversity as Queensland's only dual sector university.

You will provide leadership to the School, building an inclusive and innovative environment to achieve quality learning, teaching and scholarship outcomes, and a transformative student experience. You will also promote the continued growth of a strong research culture and enhance the scholarly reputation of the School, the Division and the University.

You are responsible for:

- Providing strategic leadership and direction to the School of Education and the Arts.
- Ensuring academic excellence in the quality of courses including assessing, reporting on and responding to student and institutional outcomes for vocational, undergraduate and post-graduate Education and Arts courses, from certificate to degree qualifications.
- Leading and developing research performance within the School, including the development and management of (where appropriate) research centres and the enhancement of external research collaborations and income.
- Driving growth in innovative learning and teaching initiatives and scholarly achievement within the School.
- Collaborating with the Learning, Design & Innovation and Education Quality & Integrity Directorates and the Research Division to deliver institutional research, scholarship, teaching and engagement goals across the footprint of the University.
- Collaborating with the Vice-President Academic, Deputy Vice-President (VET Operations & Growth), other Deans and VET Managers to ensure the effective implementation and ongoing expansion of the vocational education and training goals of a dual sector University.
- Collaborating with other University senior leaders on new initiatives and strategic imperatives across the University.
- Engaging in resource planning, development of budgets, allocation of resources, and management of expenditure within the School.
- Developing and maintaining impactful relationships with business, industry and community stakeholders, whilst fostering a student-centred culture.

As a supervisor you are responsible for:

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



Selection Criteria

Knowledge and Education	Skills and Experience
Essential • Must be at the professorial standard of appointment with a record of high quality research and scholarship relevant to the School's operations. • A well-developed understanding of current and emerging trends in tertiary education with a focus on effective distance education and online delivery. • Knowledge and understanding of University management, governance and quality assurance frameworks, including the legislative and accountability requirements of the Australian Higher Education and Vocational Education sectors. • Knowledge of Australian regulatory and evaluation frameworks, and any grant and award schemes relevant to the VET sector.	Essential • Demonstrated excellence in leadership and management including an ability to build strong, sustainable teams and manage resources within budget. • Experience in leading, managing and coordinating a broad range of academic and research functions in line with strategic objectives. • Proven success in working collaboratively with executives, staff and diverse stakeholders, including external organisations, industry groups and/or community groups.
Critical Capabilities	Motivational and Job Fit Factors
Achieves results • Drives, acknowledges and promotes a culture of achievement. Engages and connects • Works effectively with executive management and seeks opportunities to build on achieving high performance. Personal drive and integrity • Acts as a professional role model for colleagues, set high personal goals and take pride in their achievement. Shapes the future • Drives the strategic priorities of the University and inspires a shared vision for its future. Communicates with influence • Works collaboratively to develop communication strategies and mechanisms which ensure that important messages are cascaded in a consistent, clear and timely way across the University and externally.	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. • Planning for long term success through careful planning and well-established strategic direction. • Taking risk and seeking promotion of bold ventures in order to take advantage of unique business opportunities.

Other job requirements

- You may be required to work weekends and evenings.
- You may be required to travel to other campuses.
- Successful assessment of a Fit and Proper Person Declaration under the Registered Training Organisations (RTOs) 2015 (Cth) (RTO Standards). The Fit and Proper Declaration is used to determine whether those persons who exercise a degree of control or influence over the management or operation of a training organisation are people in whom the public are likely to have confidence in their suitability to manage, or be involved with, an organisation that provides or assesses national VET qualifications.

