

Job Description – Discipline Lead, Design

Position Details

Position Title:	Discipline Lead, Design
Division/Centre:	School of Communication & Design
Department:	Department of Design
Campus Location:	Based at the Saigon South or Hanoi campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	Senior Lecturer / Associate Professor, plus Discipline Lead Allowance
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

RMIT Vietnam

RMIT International University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. RMIT Vietnam is an English speaking university and all teaching is in English.

www.rmit.edu.vn

Position Summary

The Discipline Lead is responsible for the leadership, direction and management of an assigned academic discipline in the School of Communication & Design. The Discipline Lead will work with the Head of Department and Head of School to integrate activities within their designated program to meet the needs of students, staff, and industry, and to ensure a consistent level of academic leadership is delivered across all programs under their lead. They will also contribute to the strategic direction of the School by working collaboratively with other members of the School's Management Team and promoting their discipline through marketing and commercial activities.

The Discipline Lead will have direct line management of staff in the discipline area

The scope of responsibilities includes assisting with strategic planning for all programs, program management at a program level where needed, quality assurance, student relationship management, human resource management, program budgeting and resource management.

The Discipline Lead will also fulfil the requirements of a Senior Lecturer, Associate Professor or Professor, in accordance with the Academic Expectations framework.

Reporting Line

Reports to: Head of Department, Design

Direct reports: All academic staff teaching into the Discipline

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment and business, import and export, contracts and commerce, banking, finance and foreign exchange, labour, taxation, land and premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide leadership of the discipline, including teaching and learning outcomes, student experience, strategic planning initiatives, and proactive engagement with industry, academic and professional communities
- Developing and maintaining an active teaching role
- Responsible for ongoing Curriculum improvements and review
- Demonstrated ability to organise and plan events to promote an activity (or academic program) to external audiences
- Managing the marketing and public facing image of the program
- Contribute to the development of a research-based culture within the discipline through individual and collaborative research activity
- Managing teaching staff, including workplans, performance reviews, professional development and staff profiles/recruitment
- Managing any discipline international validation procedures
- Managing course amendment processes and course-related policies, pursuant to the School, College and University procedures and in liaison with RMIT Melbourne
- Contributing to the management of financial and physical resources
- Membership of the School and University committees or any other duties as required by the Head of Department or Head of School
- Integrating best practice health and safety management into the structure, processes and culture
- Fulfil the requirements of a Senior Lecturer or Associate Professor, in accordance with the Academic Expectations and Development Framework of RMIT Vietnam

Key Selection Criteria

1. Demonstrated excellence in the discipline practice, recent engagement with the discipline practice and the relevant industry
2. Demonstrated excellence in the relevant discipline teaching
3. Demonstrated ability to prepare and teach programs at tertiary level, including the ability to produce high quality curriculum and program materials

4. Evidence of high quality research outputs
5. Demonstrated ability to conduct research and to attract, initiate, and manage research funding and/or consulting projects that benefit the discipline objectives and contribute to the research culture of the Department and Centre
6. A demonstrated ability to provide leadership in developing quality learning environments for students, and dynamic teaching and research environments for staff
7. Excellent organisational and communication skills in relation to the planning, strategic development, implementation, operation
8. A demonstrated capacity to build and lead teams, manage organisational roles within the discipline, and contribute to a collaborative, collegial, and productive workplace
9. Demonstrated capacity to work effectively and negotiate sensitively with students, especially on issues related to effective learning
10. Demonstrated ability to work autonomously whilst displaying a strong commitment to collaborative and professional partnerships, including working confidently and effectively with industry partners, community groups, government representatives and external stakeholders
11. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility)

Qualifications

Mandatory

PhD or equivalent Doctoral qualification

Preferred

Completion of the Certificate of University Teaching program or equivalent¹ (if the appointed candidate does not meet this requirement at time of appointment, they will be supported to complete this as a requirement to fulfil their probation)

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (Academic) with a score of at least 7.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For Higher Education roles, English Language Proficiency may also be proven by having completed PhD studies while being instructed through the medium of English, and proof of teaching in an English-speaking environment during the previous 24 months.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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¹ Equivalence is defined in the exemption criteria at <http://www.rmit.edu.au/browse;ID=3sdrya7u8m9v1>