

Job Description – Head of Department, Management

Position Details

Position Title:	Head of Department, Management
Division/ Centre:	Centre of Commerce and Management
Department:	Department of Management
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/Classification:	Associate Professor / Professor, plus Head of Department 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

Reporting to the Head of Centre, Centre of Commerce and Management, the Head of Department is responsible for the leadership, direction and management of the academic department, including but not restricted to:

- Integrating activities across organisational boundaries and disciplines to meet the needs of students, the University and industry, through tailored programs or outcome-related research;
- Providing academic leadership in the University, in her/his discipline/professional field, in respect of teaching and learning, research, involvement with relevant professional groups, and community service;
- Ensuring a consistent level of academic leadership is delivered across all disciplines under their management;
- Contributing to the strategic direction setting of the Centre by working collaboratively with other relevant members of the Centre executive;
- Planning and developing programs and commercial activities and ensuring the viability of the Department's activity.

The Head of Department will also fulfil the requirements of an Associate Professor or Professor, in accordance with the Academic Expectations framework.

Reporting Line

Reports to: Head of Centre, Centre of Commerce and Management

Direct reports: Discipline Leads relevant to the Department (currently 5)
Hanoi Coordinator (1)

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 & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & 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 academic leadership to the teaching and research staff of the Department, manage the student profile of the Department
- Contribute to the management of the financial and physical resources of the Department
- Ensure an active Department commitment to student services and support, and to the enhancement of the student experience
- Develop appropriately skilled and motivated staff within the Department through recruitment, fostering a culture of teamwork, and identifying relevant academic staff professional development programs
- Proactively develop industry engagement and global links in the Department and ensure that academic programs are industry relevant and viable
- Ensure that the Department complies with all applicable external and University regulatory requirements, including RMIT Policies and Procedures, Vietnam and Australian legal and regulatory requirements
- Integrate best practice health and safety management into the Department structure, processes and culture
- Lead and support the development of research in the cognate subject areas in the Department
- Contribute to the strategic development of the Centre
- Fulfil the requirements of an Associate Professor or Professor, in accordance with the Academic Expectations and Development Framework of RMIT Vietnam

Key Selection Criteria

1. At least 5 years' demonstrated experience at a management level in a higher education institution (including budget/financial accountability), in addition to having significant teaching experience in a higher education institution
2. Successful experience in managing and developing a large group of academic staff, using effective and transparent decision making processes
3. Demonstrated ability to develop and implement a successful vision and business plan for the Department, in alignment with the Centre and University strategic plans
4. Significant professional standing in areas relevant to the Department, including a strong record of achievement in research and publication, and demonstrated capacity to build and foster research
5. Experience to initiating, leading and managing change in a challenging and dynamic environment

6. Evidence of having developed and maintained effective and influential partnerships and cross-disciplinary networks, mentor team members, and use team strengths to identify and apply solutions
7. Proven experience identifying opportunities to improve individual and team teaching and research practice and professional standing, and mentoring others to improve education processes and systems
8. Ability to lead the development of effective actions to address emerging issues, and ensure that new ideas remain linked to strategic teaching and research objectives
9. Ability to set goals for the Department to improve performance against organisational objectives and take responsibility for results
10. Skilled in managing interconnected relationships across disciplines and other boundaries, and negotiating outcomes in the face of divergent and disparate ideas
11. The ability to facilitate a culture of commitment and confidence across the discipline, and identify potential setbacks and devise contingency plans to keep teaching and research activities on track
12. 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 relevant 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>