

Job Description – Deputy Head of School

Position details

Position title:	Deputy Head of School
Division/ School:	School of Communication & Design
Department:	Office of School of Communication & Design
Campus location:	Based at Saigon South campus and expected to work at other RMIT Vietnam campuses as required
Job grade/ classification:	Deputy Head of School, Associate Professor
Workload:	Full time (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 is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT 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 is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, 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. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

School of Communication & Design

The School of Communication & Design is committed to providing an international learning environment that encourages cultural awareness, critical thinking, experimentation and, above all, the ability to think differently. Our students develop the competence, confidence and professionalism needed for successful careers in communication, design, fashion, film and video, and languages. See: <https://www.rmit.edu.vn/our-schools-centres/school-communication-design>

Position summary

In close collaboration with the Head of School, the Deputy Head of School leads academic development of the School of Communication and Design, to ensure it achieves sustained viability and strong growth whilst adhering to quality standards and regulatory requirements.

The position provides oversight and guidance for program managers to ensure that the workload allocations and workplans of academics are aligned with the School's program portfolio, individual career plans and the School's workforce plan.

The Deputy Head of School promotes the scholarship of learning and teaching and leads innovation in curriculum design and quality learning and enrichment of the overall student experience and outcomes.

As a member of the School Executive, the Deputy Head of School deputises for the Head of School and represents the School on University Committees and working groups. The incumbent maintains a network of relationships across the University, including with Associate Deans Discipline in the College of Design and Social Context.

Reporting Line

Reports to: Head of School, School of Communications & Design

Direct reports: Program Managers x 6

Key Accountabilities

- Provide academic leadership and direction for the School's suite of programs which enhances academic quality, student experience and outcomes.
- Ensure program compliance with academic policy and regulatory requirements and lead relevant academic management activities, including chairing of program assessment boards and course assessment committees and management of student conduct issues. Maintain a strong understanding of the principles and practices for quality enhancement and related policy and frameworks within the global tertiary education environment.
- Develop, implement and evaluate the School's plan for enhancing the student experience
- Lead and facilitate the scholarship of learning and teaching within the School
- Provide leadership to program managers which ensures that the recruitment and induction of academic staff supports the quality of learning and teaching.
- In conjunction with the Head of School, ensure that workload allocations and workplans of academics are aligned with the School's academic priorities; individual career plans and the School's workforce plan.
- Where applicable, collaborate with Associate Deans Discipline in curriculum and program development and renewal initiatives for programs which are owned by Melbourne schools.
- In conjunction with the school manager, assess resourcing requirements including staffing, budget and equipment and ensure that programs operate within their resource allocations
- Undertake teaching, research and engagement activity as appropriate and as agreed with the Head of School.
- Deputize for the Head of School, where required and represent the School on University committees and working groups.

Key selection criteria

- PhD or demonstrated equivalence, combined with knowledge and achievements that meet the professorial criteria
- Strong leadership skills and experience in initiating, leading and managing academic teams and projects in a collegiate environment to deliver strategic objectives
- Demonstrated capacity to think strategically and to act tactically based on organizational priorities and objectives
- Demonstrated high level of interpersonal, communication and negotiating skills including the ability to liaise with senior executives and external bodies
- Demonstrated understanding of financial management, academic management and good governance in a University context
- Demonstrated experience in providing learning and teaching leadership and expertise that contributes to improved student outcomes
- Substantial record of academic achievement in an area relevant to the School, and the capacity to exercise academic leadership to enhance the standing of the School

English language 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 (with no individual competency score in speaking, reading, writing, listening, less than 6.5).

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 over the previous 24 months.

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 is up-to-date.

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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