POSITION DESCRIPTION

Position Title: Associate Dean (Academic)

Organisation Unit: Faculty of Health and Behavioural Sciences

Position Number: TBA

Type of Employment: Fixed-Term (3 years). A minimum of 0.8 FTE is to be allotted to the Associate Dean (Research) role with the possibility of a balance of up to 0.2 FTE being spent in one of the Schools or Centres of the Faculty. A further term as Associate Dean (Academic) may be offered subject to consideration of performance and mutual agreement.

Classification: Academic Level D or E

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff
The University of Queensland (full-time equivalent) and a $2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of six schools and six centres, viz.:
- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at [habs.uq.edu.au](http://habs.uq.edu.au).

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

The University of Queensland [Enterprise Agreement](http://enterprise.uq.edu.au) outlines the position classification standards for Levels A to E.

**DUTY STATEMENT**

**Primary Purpose of Position**

The Associate Dean (Academic) is a senior position within the leadership and management team of the Faculty of Health and Behavioural Sciences. The Associate Dean (Academic) is one of three Associate Deans (along with the Associate Dean - Research and the Associate Dean – External Engagement) reporting to, and working with, the Executive Dean to set the strategic direction and drive the academic performance of the Faculty. The Associate Dean
(Academic) contributes to the overall leadership and direction of the Faculty and has specific responsibility for the facilitation, enhancement and promotion of the teaching and learning activities of the Faculty in line with the Strategic Plan of the University and the Operational Plan of the Faculty.

Key responsibilities of the position include: strategic oversight of all matters relating to teaching and learning (i.e. program innovation, staff development relating to education); academic management of student administration across the Faculty; innovation and teaching support and enhancement; and implementation of key initiatives that align with the student strategy. The facilitation of work-integrated learning and inter-professional education are particular priorities for the Faculty. In pursuing all these responsibilities the Associate Dean (Academic) will work closely, and form strong working relationships with, key stakeholders both within and external to the Faculty of Health and Behavioural Sciences.

**Duties**

The key duties of Associate Deans (Academic) within UQ are set out in PPL 1.20.07 Roles and Responsibilities of Associate Deans (Academic).

Duties and responsibilities for the Associate Dean (Academic) within the Faculty of Health and Behavioural Sciences include, but are not limited to:

**Policy & Leadership**

- Advise the Executive Dean on all Faculty matters related to teaching and learning;
- Chair the Faculty Board of Studies and take a leadership role in the development and review of the Faculty’s Portfolio;
- Chair the Faculty Teaching and Learning Committee and Student Experience Committee;
- Represent the interests of the Faculty on appropriate University committees and other related committees e.g. CAPP, UQ T&L;
- Manage the Faculty’s interactions with other faculties and institutes in relation to teaching and learning issues within the portfolio;
- Develop the teaching and learning component of the Faculty Operational Plan and monitor progress towards stated performance targets;
- Develop the Faculty's education strategy in partnership with Heads of Schools and, where relevant, Directors of Centres;
- In conjunction with the Director of Interprofessional Learning and senior Placement Management staff, provide leadership and oversight of the Faculty’s work-integrated learning and inter-professional education activities; and
- Support the Executive Dean and Heads of Schools/Directors of Centres in implementing University and Faculty teaching and learning policies and procedures.

**Teaching Developments & Enhancement**

- Oversee development, enhancement and evaluation of new and existing degree programs including the review of selection criteria and preference data to predict changing trends;
• Develop strategies to promote the internationalisation of the Faculty’s degree programs;
• Develop and implement strategies to deal with academic integrity issues across the Faculty’s teaching and learning activities;
• Develop and support strategies to enhance the student experience;
• Develop and enhance key faculty strategies in the areas of work integrated learning and inter-professional education
• Develop risk management policies and procedures in relation to teaching and learning;
• Advise the Executive Dean on mechanisms for the distribution of the Faculty’s teaching budget;
• In association with the Associate Dean (Research) identify and enact opportunities to enhance the teaching and research nexus;
• In association with the Associate Dean (External Engagement) identify and enact opportunities to facilitate the student journey from future student to current student to alumnus
• In association with the Executive Dean seek alignment with Faculty KPIs and University KPIs.

Teaching scholarship and staff development

• Develop and support strategies to attract both internal discretionary funding and external funding for teaching innovation and scholarship.
• Promote educational research and teaching and learning scholarship within the Faculty, including recruitment and supervision of higher degree students.
• Develop mechanisms to promote staff development in the area of teaching and learning, and identify and support prospective candidates for teaching excellence awards and Higher Education Academy fellowships.
• Assist the Executive Dean and Heads of School as required to ensure the development of staff within the faculty.
• Coordinate Faculty events during the UQ’s Teaching and Learning Week.
• Seek opportunities to innovate and/or foster innovation.

Academic Management of Student Administration

• Where other arrangements do not exist, exercise delegated authority regarding student admissions, withdrawal, credit arrangements, interruptions and approval of overseas study;
• Exercise delegated authority in relation to student issues such as special and supplementary examinations, exclusions, complaints, discipline processes, appeals and graduations;
• Oversee student administration and where other arrangements do not exist, oversee academic advising arrangements in the Faculty;
• In consultation with the Faculty’s Executive Manager and Manager of Student & Academic Administration, establish appropriate procedures to ensure the efficient and professional management of student matters; and
• Be engaged and actively involved in in aligning School and Faculty approaches to student induction and support (O week activities etc).

**Quality Assurance and Improvement**

• Lead, mentor and encourage the pursuit of excellence in Teaching and Learning;
• Liaise with the Executive Dean and Program Directors to manage quality audits of the Faculty’s programs and reviews by external accrediting organisations within the Portfolio; and
• Work with academic staff to enhance the quality of teaching through effective professional development programs, mentoring and recognition of teaching excellence.

**Management & Engagement**

• Assist the Executive Dean and Heads of School as required in the management of human resource issues, including the recruitment and selection of staff, staff performance appraisal, performance management issues and staff grievances; and
• Advise the Faculty senior leadership on resource requirements including finances, human resources, space, and technology to ensure the effective delivery of programs
• Assist the Executive Dean, Associate Deans, Heads of Schools/Centres and academic staff in maintaining effective links with government departments, authorities, industry organisations, partner health care providers, professional organisations and other relevant organisations in the delivery of academic programs and student services; and
• Take a proactive role in advancing leadership activities across UQ to assist the Faculty and the University to achieve One-UQ objectives.

**Other**

• Suitably experienced staff with a long-term interest in academic leadership will also be considered to undertake higher level duties delegated by the Executive Dean such as outlined in [https://ppl.app.uq.edu.au/content/1.20.02-roles-and-responsibilities-executive-deans](https://ppl.app.uq.edu.au/content/1.20.02-roles-and-responsibilities-executive-deans). These may include:
  o Acting Executive Dean on some occasions when the Executive Dean is away;
  o Chairing selection committees for T&R or teaching focussed academic appointments;
  o Providing advice to the Executive Dean on matters relating to the Faculty of Health and Behavioural Sciences.

• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o The [University’s Code of Conduct](https://www.uq.edu.au/hr/about/behavioural-guidance/;)
  o Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](https://www.uq.edu.au/hr/health-safety/about/;)
  o The adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](https://www.uq.edu.au/hr/health-safety/about/;)
  o requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](https://www.uq.edu.au/hr/health-safety/about/;).
Organisational Relationships

The Associate Dean (Academic) reports to the Executive Dean of the Faculty. In addition, the Associate Dean (Academic) maintains regular and ongoing communication and consultation with the Faculty Heads of Schools and Centres (and School and Centre Teaching and Learning Chairs) in relation to all teaching and learning and student administration issues.

The Associate Dean (Academic) has supervisory responsibility for the Director of Interprofessional Education, the Manager of the Faculty’s Teaching and Learning Support team, and the Senior Manager, Work Integrated Learning. The Manager of Student and Academic Administration, while formally supervised by the Faculty Executive Manager, also has ‘dotted line’ reporting to this position.

As with other senior positions within the Faculty, it is expected that the post-holder will maintain some commitment to teaching and/or research. A minimum of 0.8 FTE is to be allotted to the Associate Dean (Research) role with the possibility of a balance of up to 0.2 FTE being spent in one of the Schools or Centres of the Faculty.
SELECTION CRITERIA

Essential

- PhD in a discipline relevant to health and behavioural sciences.
- Extensive experience in University teaching and learning, including a strong profile of excellence and innovation in teaching and learning.
- Demonstrated capacity to provide academic leadership in teaching and learning and professional activities with a track record of success.
- Demonstrated knowledge of academic procedures and curriculum reform within a university environment and a commitment to building excellence in teaching and learning.
- Proven experience in influencing change within a diverse academic organisation.
- The ability to think and act strategically including the ability to plan and to deliver continuous improvement of programs and courses; to deploy human, financial and other resources effectively; and to manage a broad range of educational and administrative processes.
- Strong interpersonal, people management and communication skills including the ability to work with others to achieve outcomes and continual improvement, to lead and implement change, motivate staff and a strong commitment to staff development, equity and diversity.
- Strong relationship management experience including negotiation and liaison skills with a range of people at different levels and from different cultures.
- Proven ability to create and maintain collegial teams.
- The skills to represent the Faculty’s interests in the University and the wider community, and with relevant professional and other bodies.
- A strong commitment to the strategic directions of the University and Faculty, especially as they apply to the facilitation of an exceptional student experience, interdisciplinary, cross-unit collaboration; partnering; and international connectivity.

Desirable

- Successful experience in leading an academic organisational unit would be highly valued.
- Well-developed understanding of work-integrated learning and inter-professional education.
- Proven ability to exploit and deploy emerging IT concepts and inventions to teaching and training including experience with innovation in educational methods including technology enhanced learning.
- Well-developed external partnerships and professional contacts.
- Experience in liaising and collaborating with professional bodies and stake-holder groups to develop co-operative initiatives.

Qualification Verification

An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.
The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements and/or a slightly reduced fractional appointment may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.