POSITION DESCRIPTION – DIRECTOR, LEARNING AND TEACHING

Role Purpose

Reporting to the Associate Dean Learning and Teaching, the Director of Learning and Teaching is responsible for the design, implementation and continuous enhancement of programs to support both the student learning experience and the staff teaching experience. The role supports the Associate Dean Learning and Teaching to ensure the coordinated and effective delivery of learning and teaching initiatives and experiences across the Faculty of Business and Economics.

Key responsibilities

The position is critical to providing an efficient and effective learning and teaching support infrastructure in the Faculty. The main responsibilities of the position are:

- In conjunction with the Associate Dean, Learning and Teaching, provide leadership and management of learning and teaching in the Faculty.
- Provide leadership in identifying key areas in learning and teaching requiring improvement, and implement and evaluate strategies to address these.
- Design, implement and evaluate professional development and education programs for Faculty staff in the areas of quality teaching, national and international frameworks and research agendas.
- Motivate, collaborate with, and assist academics to develop high quality grant and award proposals in teaching and learning.
- Devise and implement dissemination strategies to promote internal and external good practice, research, support strategies and achievements in learning and teaching.
- Represent the Faculty on University committees and working groups.
- Contribute to the development of University strategic initiatives, policies and procedures, and actively support their successful implementation within the Faculty including by providing advice and support to staff.
- Oversee data collection, analysis and benchmarking related to learning and teaching performance in the Faculty and use this to inform learning and teaching initiatives.
- Conduct research into higher education that has the potential to influence institutional, national and international practice.
- Maintain an effective interface between the FBE Learning and Teaching team, Faculty academic and professional staff, the Associate Dean Learning and Teaching, and other Faculty and University stakeholders.
- Provide high level support to the Associate Dean Learning and Teaching to ensure that activities align with Faculty and University goals.
- Any other duties within the staff member’s level of competence as required.

Selection criteria

- A strong academic with a research track record and a higher degree or equivalent in higher education or in another field relevant to the position.
- Demonstrated success in leading and managing strategically-aligned, evidence-based and student-centred learning and teaching initiatives.
- Strong awareness of contemporary issues relevant to academic development in higher education including technology-enhanced learning.
- Demonstrated success in working with academic staff to drive excellence and innovation in teaching in higher education.
- Demonstrated excellence in project planning and capacity to deliver a program of work against pre-agreed milestones.
- Excellent written and verbal communications skills.
- Demonstrated ability to build collaborative and positive working relationships with a diverse range of people to achieve successful outcomes.
- Strong computer literacy including demonstrated ability to design and deliver instructional materials in an online learning environment.
- Demonstrated strong analytical and problem-solving skills.
- Experience in teaching in a Faculty in the higher education sector (desirable).