

Details

Area	Faculty of Arts and Education
Team	School of Humanities and Social Science
Location	Flexible
Classification	Level D/E
Manager Title	Executive Dean

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Faculty of Arts and Education is dedicated to being at the forefront of teaching, learning, creating and social development and fostering innovative research and discovery. The School of Humanities and Social Science places high emphasis on providing students with an engaging learning experience and research that makes a difference and is solution-led. We work closely with industry partners and the government to ensure our courses remain relevant and responsive and our research findings are put into practice.

The Head of School, Humanities and Social Science is responsible for the academic and operational leadership of the school. Reporting to the Executive Dean and working closely with the Associate Heads of School, Associate Deans and representatives from Faculty Services and other Divisions, the position plays a vital role in ensuring the school delivers exceptional educational experiences for its students, highly productive research, scholarship and creative activities and sustainable financial and administrative operations.

This position is suited to a highly motivated individual who has demonstrated success as an academic leader managing operational and financial responsibilities, including people leadership within a large multi-discipline school or unit.

Your leadership will be integral to the success of the school ensuring alignment with university goals and objectives. This position involves leading, managing and developing a team of highly skilled individuals, providing strategic and operational leadership for the school in close alignment with the goals of the faculty and broader university.

Key responsibilities of the role include:

- Lead, mentor, and inspire a team of skilled individuals, fostering a collaborative and high-performance work environment. Provide guidance and support to both academic and professional employees in delivering strategic initiatives, ensuring their growth and development.
- Collaborate with aligned research and innovation institutes/centres and develop and implement strategic initiatives to enable research teams to succeed in funding opportunities for research and creative activities, including applications for large-scale/strategic external competitive funding, funding for commercialisation and translation activities and other funding, demonstrating sustained effort and success.
- Develop and implement strategic education initiatives that align with Deakin's goals and future needs. Collaborate with cross-functional teams to identify and develop new teaching practices and frameworks to improve student learning outcomes.
- Partner with Associate Deans, Associate Heads of School, Faculty Services and Divisional representatives to deliver initiatives to advance outcomes in education, research and university citizenship and engagement. Build and maintain respectful, collaborative relationships with School Managers
- Lead and manage the financial, operational and academic administration of the school.
- Lead school discipline(s) within Deakin and represent disciplines externally with academic peers, industry partners and professional and accrediting authorities where relevant.
- Represent the university at significant academic, professional and civic forums.
- Lead the development of university's strategic agenda through university or faculty committees.

- Lead the development and significantly contribute to the university's community engagement activities and agenda. Demonstrate delivery of material outcomes aligned with Deakin community engagement agenda
- Collaborate closely with various stakeholders and across the university to ensure alignment and successful delivery of initiatives.
- Act as a representative of the faculty providing input and insights into executive-level discussions and decisions.

Accountabilities

- Establish benchmarks for school performance while managing resource limitations and time constraints. Display flexibility in responding to evolving demands. Foster an environment of continuous learning, encouraging team members, academic and professional by assigning responsibilities and tasks that empower them.
- Lead and motivate academic and professional team members. Build and maintain a collaborative and positive relationship with the School Manager, Faculty Services and Divisional representatives to achieve successful education, research and operational outcomes aligned to the university's strategic plan
- Lead and ensure the sustainable management of the school in alignment with university practice and policy.
- Provide clear, constructive, and timely feedback in a manner that encourages learning and facilitates resolution. Grasp the strategic objectives and align activities accordingly, with a focus on long-term consequences.
- Define unambiguous performance standards and offer timely praise and recognition. Address under-performance promptly. Assume personal accountability for meeting objectives and driving progress. Exhibit proactive initiative by stepping in and fulfilling required tasks. Demonstrate unwavering commitment and drive towards goal achievement.
- Operate within the parameters of university objectives and professional standards. Contribute to and drive the university and faculty's strategic direction and foster a collective sense of purpose by illustrating the integration of strategy components and their contribution to higher-level goals.
- Provide advice to senior leaders, influencing the overall direction, focus, and advancement of research, education and professional programs. Monitor the external higher education landscape to inform the continual evolution and relevance of the school, its disciplines and the university missions.
- Maintain an unwavering focus on quality control. Foster a proactive approach in addressing student concerns to successfully deliver an outstanding student experience.

Selection

- PhD in a relevant discipline or qualifications and experience commensurate with appointment
- Demonstrated capability to lead and manage a multi-discipline academic unit, including people leadership, financial, operational and administrative functions.
- Demonstrated success and passion for leading teaching, research and administration.
- Demonstrated ability to establish and maintain productive collaborations within discipline and multidisciplinary teams.

- Experience managing across multiple campus locations and/or physically dispersed groups to achieve integration towards a common school/faculty/university mission.
- Extensive experience conceptualising, developing and implementing contemporary solutions, strategies and services to achieve school/faculty and broader university objectives.
- A sound knowledge and understanding of contemporary relevant discipline practices.
- Demonstrated capacity to build and maintain strong and productive relationships with internal and external partners and customers.
- Proven ability to exercise judgement, influence others, be flexible and adaptive to environmental changes and priorities, and gain support for new plans, programs or initiatives.
- Highly developed consulting, interpersonal, communication (written and oral) and presentation skills
- Demonstrated capacity for analytical and conceptual thought in the diagnosis of problems and in providing innovative, timely, relevant and practical solutions.

Capabilities

- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change.
- **Develops Talent** develops inclusive, capable and engaged teams to meet organisational needs.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Shapes Direction** sets an inspiring purpose, vision and direction, develops strategy.
- **Inspires Results** translates strategic priorities into reality, inspires outcomes through others.
- **Navigates Complexity** makes sense of complex issues and responds insightfully.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria, domestic and/or international to attend conferences, events and to represent the university.
- This position requires the incumbent to hold a current Working with Children Check.

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.