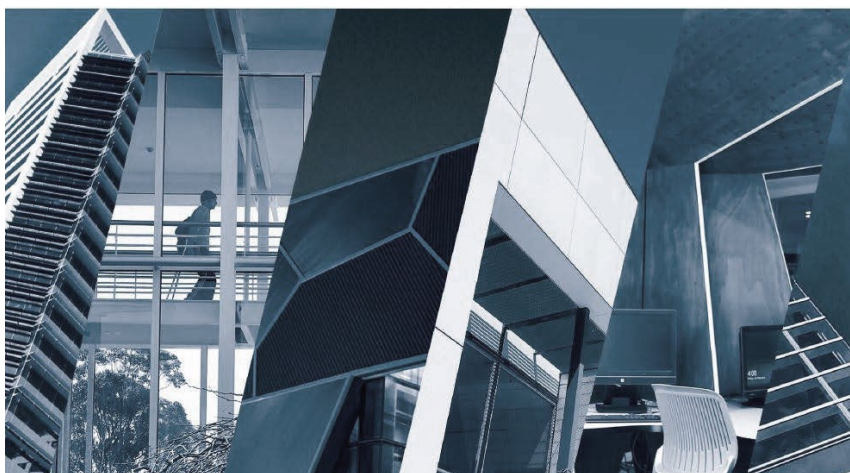


# Position Description



Position title:	Dean, Learning and Teaching
School/Section/VCO:	Academic Portfolio
Campus:	Mt Helen Campus. Travel between campuses and to other locations will be required.
Classification	Academic Level D or Level E
Time fraction:	Full-time
Employment mode:	Fixed-term appointment for 5 years
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Kristie Husk, Manager, Talent and Employee Experience Telephone: (03) 4313 7945 E-mail: <a href="mailto:k.husk@federation.edu.au">k.husk@federation.edu.au</a>
Recruitment number:	850033

## Background

At Federation University Australia, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest tertiary institutions, known today for our modern approach to learning and teaching. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

## Portfolio

The Academic portfolio provides overall strategic leadership and management of the University's Schools including Federation Business School, School of Arts, School of Education, School of Engineering, Information Technology and Physical Sciences, School of Health, School of Science, Psychology and Sport. In addition, the portfolio also encompasses the Centre for Learning Innovation and Professional Practice, (CLIPP), Library Services, Student Experience and the University Registrar.



### **Position summary**

Reporting to the Deputy Vice-Chancellor (Academic), the Dean, Learning and Teaching, will be a member of the Academic Portfolio's senior executive and will provide transformational leadership in enhancing teaching innovation, teaching quality, on-line learning and student retention and success throughout the Higher Education schools of the University. This position will also be responsible for the development and implementation of the University's on-line teaching delivery strategy.

The Dean, Learning and Teaching is responsible for leading innovation and transformation in teaching and learning in the Academic Portfolio as well as providing leadership for the Centre for Learning Innovation and Professional Practice and Policy (CLIPP) and Quality Services. The position is also responsible for working collaboratively with the Deans of the Schools to ensure that each School continuously improves its learning and teaching quality and performance for students on campus, online and studying through partner sites.

The Dean, Learning and Teaching is responsible for providing leadership to the Associate Deans (Teaching Quality) both collectively and within each of the Schools, driving innovation and transformation in teaching and learning. The Dean, Learning and Teaching will chair the Teaching Quality and Innovation Committee, sit on the University's Learning and Teaching Committee and be responsible for the development and implementation of the University's Learning and Teaching Plan

The position requires travel to all campuses of the University and other locations.

### **Level of Supervision and responsibility**

The Dean, Learning and Teaching will report to the Deputy Vice-Chancellor (Academic) and will receive broad direction on the University's Strategic Plan and objectives.

The Dean, Learning and Teaching is responsible for providing strategic leadership and operational management to the following Centres:

- Centre for Learning Innovation and Professional Practice (CLIPP)
- Policy and Quality Services.

In addition, the Dean, Learning and Teaching will provide functional leadership for the Associate Deans (Teaching Quality). The Dean, Learning and Teaching is therefore responsible for providing clear leadership and making a significant contribution to innovation and transformation in learning and teaching at the University.

The Dean, Learning and Teaching will require demonstrated conceptual skills to develop innovative strategies that deliver a high-quality student experience. In addition, the Dean, Learning and Teaching will be required to solve complex problems giving due consideration to legislative, regulatory and governance structures. The Dean, Learning and Teaching will also need to exercise judgement and make decisions about the strategic, managerial and operational priorities for teaching while ensuring alignment with the University's objectives for the teaching and learning.

The Dean, Learning and Teaching will be responsible for the strategic management and the associated budgetary responsibilities for CLIPP, Policy and Quality Services and online teaching activities.

The Dean, Learning and Teaching requires expertise in cross-disciplinary approaches to learning and teaching; quality assurance in learning and teaching; and a high level of knowledge and familiarity with student retention trends, research and initiatives.

### **Position and Organisational Relationships**

The Dean, Learning and Teaching will report and be accountable to the Deputy Vice-Chancellor (Academic) and will be a member of the senior leadership team of the Academic Portfolio.

### **Location**

This position is located at Ballarat, the incumbent may be required to undertake duties at any of the University's campuses and other locations from time to time.

**Key responsibilities**

1. Provide vision, inspiration and drive in the transformation of the University's performance in learning and teaching, and teaching innovation, particularly in the area of flexible and online-learning, and innovative forms of delivery, to significantly enhance academic and professional capability.
2. Lead the development, implementation and monitoring of teaching, learning and student retention strategies to ensure achievement of learning and teaching outcomes across the University. Drive innovation and quality outcomes in teaching and learning. Ensure that legislative and regulatory requirements are met, and a culture of teaching innovation is embedded in schools.
3. Lead the work of CLIPP in developing and implementing strategies for continual improvement and innovation in learning and teaching and building academic capability.
4. Provide leadership to the Associate Deans (Teaching Quality) in the Higher Education schools, including interdisciplinary learning and teaching, and create professional development, training, collaboration and recognition for staff.
5. Chair the Teaching Quality and Innovation Committee and develop, implement and monitor the University's Learning and Teaching Plan.
6. Drive the development of the University's online and flexible and innovative teaching delivery strategies.
7. Lead and manage the University's program of quality assurance for its Higher Education learning and teaching, including developing, implementing and monitoring policies and procedures, and continuous improvements.
8. Manage the University's relationship with relevant Higher Education and Vocational Education quality agencies, including the TEQSA, ASQA and CRICOS etc. and for the reporting of University outcomes on learning and teaching, and related matters to the relevant authorities.
9. Chair and participate in relevant committees and represent the Academic Portfolio within and outside the University.
10. Contribute to the senior leadership of the University through the provision of strategic advice to the Vice-Chancellor, the Deputy Vice-Chancellor (Academic) and the other senior executive staff and members of University Committees and Boards as appropriate.
11. Maintain a strong national and international reputation for scholarship and research in University learning and teaching.
12. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

**Training and qualifications**

A doctoral degree together with an international reputation for the scholarship of learning and teaching and senior academic leadership and management experience in tertiary learning and teaching.

**Key selection criteria**

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A doctoral degree together with an international reputation the scholarship of learning and teaching and senior academic leadership and management experience in tertiary Learning and Teaching.
2. Demonstrated expertise in leading the development of learning, teaching and student retention strategies at a university level with demonstrated success in achieving interdisciplinary and cross-school collaboration and innovation.
3. Demonstrated knowledge and application of the legislative and regulatory requirements for learning and teaching in Higher Education, including the demonstrated ability to provide leadership for compliance with these requirements.
4. Demonstrated ability to build productive and enduring relationships with management and staff in schools and disciplines to achieve strategic and quality outcomes, including demonstrated communication, influencing and negotiation skills.
5. Demonstrated ability to provide expertise, advice and influence innovation in face-to-face and online student retention initiatives and initiatives that contribute to student progress and success.
6. Demonstrated knowledge and application of quality assurance and innovation and transformation within a tertiary learning and teaching context.
7. Demonstrated ability to lead consultative policy, procedures and process development and implementation.
8. Demonstrated ability to lead, manage and coach employees and teams, including experience in providing functional and informed leadership across diverse functions.
9. Demonstrated success in people, financial and resource management.
10. Knowledge and understanding of the needs of a diverse range of students, including those with disabilities.
11. Demonstrated alignment with the University's commitment to child safety.

*The University reserves the right to invite applications and to make no appointment.*

**Key Minimum Standards for Academic Levels (MSALs)**

Teaching and research academic staff

**Level D**

A Level D academic will normally make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities of an organisation unit, including a large organisational unit, or interdisciplinary area.

A Level D academic will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in his or her discipline. He or she will make original and innovative contributions to the advancement of scholarship, research and teaching in his or her discipline.

**Level E**

A Level E academic will provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial and industrial sectors.

A Level E research academic will have attained recognition as an eminent authority in his or her discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level. A Level E academic will make original, innovative and distinguished contributions to scholarship, researching and teaching in his or her discipline. He or she will make a commensurate contribution to the work of the institution.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

Federation University Australia  
Union Enterprise Agreement  
2019–2021  
Academic and General Staff Employees