

## Position Description

### Associate Dean, Learning and Teaching, La Trobe Law School

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<b>Position No:</b>	50148201
<b>Division:</b>	La Trobe Law School
<b>Department:</b>	Law Melbourne
<b>Classification Level:</b>	Level D
<b>Employment Type:</b>	Part-Time, Fixed term (in conjunction with substantive role)
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

## Position Purpose

The Associate Dean, Learning & Teaching is responsible and accountable for providing high quality educational leadership within a School, and for the development, implementation and review of educational initiatives that are aligned with the School's and University's strategic priorities in learning and teaching and the student experience. The Associate Dean, Learning & Teaching manages school-based Learning and Teaching initiatives, ensuring the quality and continuous improvement of courses and the development of a school environment that promotes outstanding learning outcomes for students.

### Duties at this level will include:

- With the Dean, working directly with the Deputy Vice-Chancellor (Academic) and linking as appropriate with central portfolios, design, implement and monitor a School Learning & Teaching Strategy that is aligned to supporting the University Strategy and achieving School learning and teaching targets.
- Providing strategic oversight of the quality and efficiency of the School's coursework portfolio, while ensuring the appropriate design, documentation, approval and implementation of course and subject revisions in conjunction with University processes.
- Working closely with divisional portfolios to ensure School level implementation and monitoring of University strategic priorities for the student experience.
- Supporting the Dean in achieving School performance targets for Learning and Teaching quality.
- Providing leadership at all levels within the School to ensure timely and academically appropriate management of learning and teaching related oversight activities, including course and subject monitoring, moderation and resulting.
- Providing leadership to Course Coordinators in implementing strategies to improve teaching, student satisfaction and retention.
- Leading engagement in communities of practice and development programs at School and University level.
- Actively and collegially participating in the leadership of the School and the University, including as a member of the School Executive and the Senior Leadership Group and in cross-functional committees, planning and projects.
- Chair relevant School Committees and participate in, or represent the School on, other relevant internal and external committees.
- Ensuring effective communications and collaborations for Learning and Teaching initiatives within and across Schools and Campuses.
- Advise the Dean and Heads of Department on succession planning for key roles in learning and teaching delivery and leadership.
- Working closely with the central portfolios, ensure compliance with legislation and University policy.
- Ensuring activity in the School's Learning & Teaching portfolio aligns with and supports the University's strategy for regional Victoria.
- Work with relevant Course Coordinators to ensure compliance with accreditation requirements for law courses.
- Supervise the School Coordinator of Learning and Teaching to support the work of the Associate Dean Learning and Teaching.

## Essential Criteria

### Skills and knowledge required for the position

- Demonstrated successful outcomes as an established academic teacher and capacity to develop and implement strategies to improve the quality of learning and teaching in the School.
- Demonstrated sophisticated understanding of the local, national and global environment for, and emerging trends in, learning and teaching (including the use of learning technologies) and capacity to effectively contribute to University strategy.
- Demonstrated capacity to provide leadership to ensure that the School achieves its strategic goals and KPIs for quality of learning and teaching, student experience and retention (including through curriculum development and effective staff development).
- Demonstrated capacity to develop and implement effective strategies and plans, along with the ability to review and monitor performance against plans and targets, adjusting as necessary to achieve successful outcomes.
- Outstanding leadership, interpersonal, communication, management and presentation skills including the ability to inspire, motivate and lead; build and supervise teams; manage resources; and establish strong relationships with internal and external stakeholders.

### Capabilities required to be successful in the position

- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy culture to successfully navigate change – implementing recommended improvements to organisational practice.
- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and accurately reading and responding to organisational, political and social dynamics.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation across La Trobe – welcoming collaboration and encouraging and enabling the generation of new ideas, demonstrating a willingness to experiment, and taking calculated risks to solve organisational problems and support the University's strategic and cultural priorities.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check;
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards; and
- satisfy any essential compliance requirements for the incumbent's substantive academic appointment.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

## La Trobe Cultural Qualities

### WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

### WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

### WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

### WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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Initials:                      Date: