

Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Academic Governance and Standards
Location	
Classification	HEW level 8
Reports to	Senior Manager, Academic Governance

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 Executive Officer, Academic Governance is responsible for supporting activities that define, monitor and assure academic standards through facilitating policy development and review, quality assurance and reporting activities, undertaking projects and providing high-level support to University Committees.

Reporting to the Senior Manager, Academic Governance the Executive Officer, Academic Governance will

- Identify and lead projects relating to Academic Governance and Standards as part of the Senior Deputy Vice-Chancellor Academic portfolio.
- Provide high-level leadership and strategic support as Executive Officer to a standing committee of the Academic Board, including the preparation of high-quality committee documentation and facilitation of effective administration, in accordance with required standards and deadlines.
- Consult a diverse range of stakeholders to ensure high-level support and advice is delivered to the University community regarding academic governance processes involving the Academic Board committees including changes to academic standards, quality assurance and compliance reporting.
- Conduct effective and efficient benchmarking, research and analysis in the development of high-quality reports, taking into consideration the Higher Education Standards, for consideration by the Academic Board, committees and the Executive.
- Provide leadership, advice and high-level support regarding the management of Academic Board elections using the e- election system, including the development of election notices, forms and correspondence.
- Establish and maintain strong relationships with the Senior Executive, Chairs and members of Academic Board and Board Committees, policy office and Council Secretariat.
- Provide high-level support to the Senior Manager, Academic Governance regarding academic governance processes involving the Academic Board and its committees ensuring good governance practice.
- Support the maintenance of Deakin's academic policy framework and its alignment to the Higher Education Standards by facilitating policy development, review and associated stakeholder engagement.

Accountabilities

- Actively engage with a diverse range of stakeholders, analyse problems and weigh up a range of options to negotiate inclusive and accessible solutions. Implement solutions, evaluate effectiveness and adjust actions as required.
- Continually evaluate progress and re-prioritises work based on changing needs and strive for excellence and effectively overcome barriers to achieve outcomes. Monitor progress and risks, adapt personal and team priorities and plans as required.
- Encourage and coach others to question traditional assumptions, review practices and policies and draw on a range of information sources to identify new ways of doing things and ways of being inclusive.
- Promote teamwork across functions to support the achievement of goals and set a positive example of achievement and inspire others to succeed with ethics.
- Actively promote and drive inclusive change using broad influencing skills to gain support and overcome barriers to generate enthusiasm about change.
- Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration. Proactively build mutually beneficial, ethical alliances and develop common goals with others.
- Use understanding of the customer context to tailor services and advice and ensure a high-quality outcome. Improve service provided through addressing customer feedback and setting service standards
- Use understanding of individuals to get the best learning outcomes for the person and organisation and take time to apply relevant learning in day to day operations and set high standards for performance through continuous learning.

Selection

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise; or
- An equivalent combination of relevant experience and/or education/training
- Experience in preparation of agendas and papers for committees.
- Experience researching and drafting policy and other papers for consideration by high-level committees or senior management.
- Experience designing and managing projects.
- Demonstrated proficiency in computer-based communication and information systems.
- Demonstrated analytical and conceptual skills.

Capabilities

- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Navigates Complexity** makes sense of complex issues and responds insightfully.

Special Requirements

- 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.