Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Academic Governance and Standards
Location	Flexible
Classification	HEW level 9
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 Manager, Academic Programs and Quality leads course approval, quality assurance, enhancement and innovation processes to ensure that the University's portfolio of courses is high-quality, aligned with the strategic plan, and compliant with relevant regulatory requirements. The Manager, Academic Programs and Quality builds and inspires a culture around course governance and assurance that aligns with Deakin's ambitions for excellence, sustainability and innovation. The role ensures policies, systems, processes and capabilities are aligned to support high quality courses and deliver an excellent student experience, and provides trusted advice on course related matters to senior stakeholders.

Reporting to the Senior Manager, Academic Governance the Manager, Academic Programs and Quality will

· Establish systems and procedures to guide work, continually evaluate progress and effectively overcome barriers to achieve strategic outcomes and strive for excellence in regard to the University's course portfolio.
· Actively engage and enable collaboration across teams and with a diverse range of stakeholders to negotiate inclusive and accessible solutions and achieve strategic goals regarding academic programs including approval and review processes, changes to academic standards, quality assurance and compliance reporting.
· Actively promote and drive inclusive change in regard to the University's course portfolio, using broad influencing skills to gain stakeholder support and overcome barriers and generate enthusiasm about change.
· Proactively create, establish and retain professional networks, mutually beneficial relationships and enable practical application and alignment of the course portfolio and associated processes and systems with Deakin's strategy and values.
· Navigate appropriate course of action, gain agreement on preferred approach and prepare high-level advice (information, materials and recommendations) to the Deputy Vice-Chancellor Academic and the Director, Academic Governance and Standards to ensure compliance of the University's courses with external standards and internal policy requirements.
· Provide high-level support to the Deputy Vice-Chancellor Academic and the Director, Academic Governance and Standards with the development of policy documents, position papers and reports, including undertaking research, analysing information, preparing advice, briefings and recommendations and resolving issues to assist in ensuring the quality of academic programs.
· Act as Deputy Chair for Course Reference Group, undertaking duties as Chair as required

Accountabilities

- Use knowledge of key business drivers to inform the development of concepts and strategies and use information from a diverse range of people, groups and resources to make critical strategic decisions.
- Translate complex issues into clear and understandable goals and targets for Deakin and encourage and coach others to question traditional assumptions and review practices and policies
- Manage workloads and resources to deliver agreed outcomes and establish systems and procedures to guide work and track progress. Continually evaluate progress and re-prioritises work based on changing needs.
- Integrate multiple data sources to seek trends and analyse specific challenges. Discusses and understand broad constructs rather than concrete examples and implement solutions, evaluate effectiveness and adjust actions as required.
- Draw on a range of information sources to identify new ways of doing things and ways of being inclusive to ensure implementation of continuous improvement strategies in own work area. Use accepted theory and practices to develop and deploy continuous improvement actions.
- Set a positive example of achievement and inspire others to succeed with ethics and recognise and reward performance and behaviours that contribute to the delivery of results and high-quality outcomes that meet the needs of a diverse range of stakeholders.
- Gain stakeholder support and generate enthusiasm about change and develop a safe environment to express views and promote inclusive and respectful issue resolution.
- Provide tailored coaching to enable individuals to deliver high quality solutions and set clear standards of expected behaviour. Lead with values, ethics and emotional intelligence to grow team resilience, inclusion and performance. Actively look for opportunities to celebrate and reward outstanding performance.

Selection

- Postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise; or
- An equivalent combination of relevant experience and/or education/training
- Experience managing a course-related function in the tertiary sector.
- Experience researching and drafting policy and other papers for consideration by high-level committees or senior management.
- Demonstrated track record of managing complex processes within a quality focused framework

Capabilities

- **Navigates Complexity** makes sense of complex issues and responds insightfully.
- **Innovates** creates an environment where creativity and innovation are valued.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Inspires Results** translates strategic priorities into reality, inspires outcomes through others.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change.

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.