

POSITION DESCRIPTION (ACADEMIC)

POSITION INFORMATION

Position Title	Deputy Head of School and Senior Lecturer		
Faculty	Faculty of Law and Business		
School	Peter Faber Business School		
Nominated Supervisor	National Head, Peter Faber Business School	Campus/Location	North Sydney
Academic Level	Level C/D	Academic Career Pathway	Teaching and Leadership
CDF Achievement Level	All Staff	Work Area Position Code	
Employment Type	Full-time Continuing	Date reviewed	January 2020

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)

- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE FACULTY LAW AND BUSINESS

The Faculty of Law and Business was established on 1 January 2014 following the merger of the former Faculty of Business and Thomas More Law Academy.

Consisting of two key schools, the Peter Faber Business School and the Thomas More Law School, the Faculty provides both undergraduate and postgraduate degree programs across a range of business disciplines and law.

The Faculty is staffed by a dedicated, nationally and internationally recognised team of academics whose teaching is supported by their active involvement in relevant industries, professional associations or links to eminent international business and law schools. Teaching staff have an established research record with a commitment to conducting research in innovative and demand-driven areas.

Students are valued as individuals and teaching staff are directly involved with students' academic development. The Faculty aims to equip our graduates with the necessary skills to become leaders, not only in their chosen profession, but in the community. We emphasise the ethical, social and environmental duties of the modern business leader and lawyer, with all our courses having a strong practical component through community engagement, pro bono work and internships.

ABOUT THE PETER FABER BUSINESS SCHOOL

Named after St Peter Faber SJ, the School's mission is to develop reflective business leaders and independent learners who are global in their outlook, ethical in their actions and practical in the application of their professional skills.

Research is a strategic priority for the School and academic staff are expected to publish their scholarly works regularly in journals rated 'A' or 'A*' by the Australian Business Deans Council (ABDC). PFBS staff have published articles in such journals as The Leadership Quarterly, Journal of Applied Psychology, Human Resource Management (US), Human Relations, Academy of Management Review, Organization Science, and similar top-tier outlets. The successful candidate is expected to contribute at this level.

The School operates over four campuses (Brisbane, Melbourne, North Sydney and Strathfield) and offers a range of undergraduate and postgraduate programs. From 2021 the School will also operate out of the new ACU Campus located in Blacktown. All programs are underpinned by the principles of Catholic Social Teaching and the UN Principles of Responsible Management Education. All undergraduate students are required to undertake a unit in community engagement which involves them working directly with not for profit and community organisations.

The School's major undergraduate degree is the Bachelor of Commerce which offers majors in accounting, finance, human resource management, management and marketing. Students may also undertake a variety of minors from within the business disciplines or across faculties.

Other undergraduate degrees offered are the Bachelor of Business Administration, Bachelor of IT and Bachelor of Accounting and Finance. The School also offers a range of dual degrees which combine business with other fields of study such as nursing, exercise science and global studies.

At the postgraduate level the School offers the Master of Professional Accounting, Master of Finance, Master of IT, Master of Commerce and Master of Business Administration across selected campuses.

In all its endeavours, the Peter Faber Business School benefits from a growing research reputation in the Business and Management arena (FoR 1503). The quality of the Business and Management research domain has strengthened substantially, moving from 'well below world standard' less than a decade ago to 'world standard' quality assessments in both, the 2015 and 2018 Excellence in Research for Australia (ERA) exercises. Building on this trajectory and consistent with ACU's research intensification strategy, reaching the levels of 'above world standard' and 'well above world standard' is the School's strategic objective.

'Improving lives through meaningful work' serves as the School's key research focus. Closely aligned with ACU's mission in the pursuit of knowledge, the dignity of the human person and the common good, researchers explore scholarly themes in the Management domain through the lens of cultural, social, psychological and ethical enquiry. This influential work features in several of the world's leading Management journals.

POSITION PURPOSE

Australian Catholic University is a national university and the Peter Faber Business operates within this framework with campuses in Queensland, New South Wales and Victoria. The School is led by the National Head of School who is supported by the Deputy Heads and Discipline Leaders.

The purpose of this position is to lead and management the School in New South Wales. Currently the School delivers programs on the North Sydney and Strathfield campuses. From 2021 it will also deliver programs on the new Blacktown campus. This role is a critical in ensuring effective deployment of resources across the three New South Wales campuses.

The Deputy Head of School is the local representative of the Head of School. In addition to the operational management of the NSW campuses, the position will require strong engagement with the wider university and business communities. The Deputy will play a key role in the establishment of courses at the Blacktown campus.

This position is underpinned by a continuing academic role. As such the incumbent will be expected to engage in teaching within their discipline on one or more of the local campuses.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- Learning For Life Framework 2014-2017
- ACU Teaching Criteria and Standards Framework
- Research Quality Standards
- Academic Performance Matrices and Evidence Framework
- ACU Capability Development Framework
- Minimum Standards for Academic Levels (MSALs)
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching, Curriculum Development and Scholarship of Teaching
- Research
- Academic leadership/service.

Key responsibilities

Broad area of academic activity	Key responsibilities specific to this position	Relevant Core Competencies (Capability Development Framework)
Teaching, curriculum development and scholarship of teaching	<ul style="list-style-type: none"> • Teach undergraduate and/or postgraduate units online, face to face and in mixed mode delivery • Engage staff in innovative learning and teaching practices aimed at retention and high student engagement and success • Lead course and program reviews • Provide leadership in the development and teaching of relevant units 	<ul style="list-style-type: none"> • Deliver stakeholder centric service • Communicate with impact • Coach and develop
Research	<ul style="list-style-type: none"> • This role does not have specific research expectations • Any research undertaken by the incumbent must conform to the requirements of ACU's research intensification strategy and be published only in high quality research outlets. 	<ul style="list-style-type: none"> • Be responsible and accountable for achieving excellence
Academic Leadership and Service	<ul style="list-style-type: none"> • Provide course coordination and leadership across the three NSW campuses • Develop and maintain engagement with key internal and external stakeholders • Represent the School internally and externally as requested • Manage cross campus projects including national projects as appropriate 	<ul style="list-style-type: none"> • Adapt to change • Deliver stakeholder centric service

SELECTION CRITERIA LEVEL D

Qualifications and other credentials	
	A doctorate, substantial progress towards a doctorate or evidence which shows equivalence of a doctorate in any of the disciplines taught by the Peter Faber Business School
2.	Current active membership of appropriate professional body
Teaching, curriculum development and scholarship of teaching	
3.	Developing effective practices in others (as a role model and through mentoring or coaching) to create supportive, inclusive learning environments.
4.	Supporting both domestic and international students by leading staff and implementing policies and programs with a positive impact on student satisfaction and retention
General Requirements	
5.	Will supervise or mentor and lead other staff and programs of work and demonstrate leadership within at least one area of academic activity.
6.	Demonstrated commitment to performance excellence, that is, continuous improvement across academic functions (to be guided by ACU's Service Excellence Framework).
7.	Demonstrated knowledge of the issues facing the higher education sector including HE policy and funding priorities
Academic leadership/service	
8.	Effective leadership of an academic unit, or a corporate or academic function in line with strategic goals.
9.	Strong project management skills with significant sustained contributions and/or leadership of major projects involving multiple staff and stakeholders
10.	Proven record of productive relationships, which facilitate the achievement of the University's strategic goals, between the University and external groups nationally.
Core Competencies	
11.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
Other attributes	
12.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.