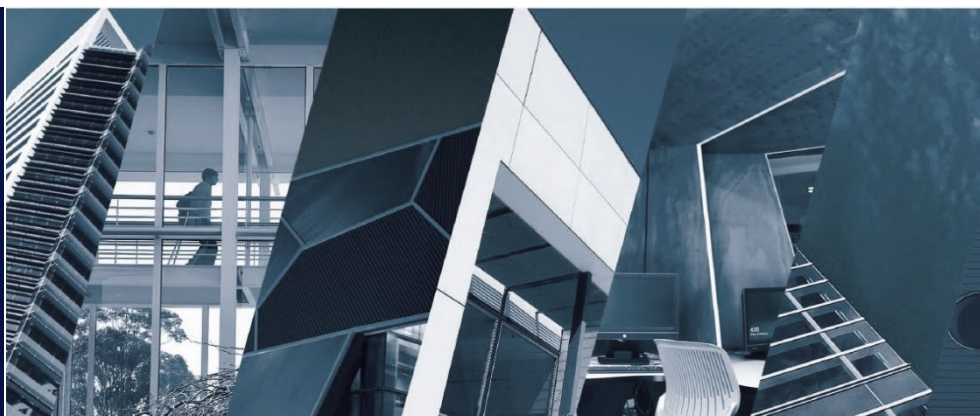


Position Description



Position title:	Director, Academic Operations
Institute/Directorate/VCO:	Institute of Health and Wellbeing; or Institute of Education, Arts and Community; or Institute of Innovation, Science and Sustainability
Campus:	Mt Helen, Gippsland or Berwick Campus. Travel between campuses will be required
Classification:	Within the Academic Level D to E Range
Employment mode:	Full-time, fixed-term employment for five-years
Mandatory directions	Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.
Further information from:	Professor Wendy Cross, Deputy Vice-Chancellor (Academic) Telephone: (03) 5122 6091 E-mail: dvca@federation.edu.au
Recruitment number:	851386

Position purpose

The Director, Academic Operations is a new position responsible for supporting the Executive Dean with the implementation of the Federation University Strategic Plan. The position will play a pivotal role in establishing the new Institute which will bring together multiple disciplines to break down silos and build an adaptable and agile cross-university model focused on driving innovation and engagement.

Our newly created institutes include

- Institute of Health and Wellbeing;
- Institute of Education, Arts and Community; and
- Institute of Innovation, Science and Sustainability.

Federation University is transforming the way we deliver higher education to respond to changing student and employer demand, which is increasingly focused on preparation for careers for life and not simply a discipline-based qualification. We have brought together six schools into three interdisciplinary institutes, focused on attracting lifelong learners and adopting a 'co-operative' model of education. Our major University partners, such as IBM and government, require multi and cross-disciplinary programs that future-proof their workforce and provide a pipeline of employees graduating with significant work experience and workplace skills. The University is deeply embedded within our regional communities and committed to delivering co-created learning in workplaces to meet regional skills shortages. Our aim is that by 2025, all Federation University programs will include opportunities for extended, immersive workplace learning.

The Institute will be led by an Executive Dean responsible for driving the implementation of the Federation University co-operative learning model and positioning the University as a highly differentiated and even more deeply community and employer-embedded university. The Director, Academic Operations will support the Executive Dean strategic planning and implementation, people management, cross-campus coordination, and managing engagement and partnerships.

The Director, Academic Operations will work with the Executive Dean in providing academic leadership in the development and delivery of teaching, research, engagement and other activities within the Institute in accordance with the Strategic Plan and the strategic priorities set for the Institute.

The Director, Academic Operations will be required to operate within the policies, regulations and framework of the University ensuring the human, physical and financial resources of the Institute are effectively deployed and operationally managed.

The Director, Academic Operations will work closely and collaboratively with the Director, Learning and Teaching, Director, Industry Cooperation and Research Adviser. The Director, Academic Operations will advise and assist the Executive Dean in the overall management of the Institute as a member of the Institute leadership team and represent the Institute as appropriate.

The Director, Academic Operations will also act for the Executive Dean of the Institute when the Executive Dean is absent from the University.

The Director, Academic Operations will be expected to undertake travel between the campuses of the University and spend periods of time at the various campuses as appropriate to the Institute's business plan.

Background

At Federation University, 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 universities, known today for our modern approach to teaching and learning. 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.

Federation University's [Strategic Plan 2021-2025](#) outlines our ambition to be Australia's leading regional university. Our purpose is to transform lives and enhance communities across our regions. Our University and TAFE provide integrated lifelong learning, skills, and impactful research enabling people and communities to prosper locally, regionally, and globally.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. 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 and beyond.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Strategic leadership

- In collaboration with the Executive Dean, support the establishment of a new dynamic Institute that demonstrates responsiveness, agility, individual skills growth, innovation and entrepreneurialism.
- Assist the Executive Dean in developing and implementing the Institute's strategy and planning processes ensuring alignment with the strategic objectives and priorities of the Institute, including monitoring progress in achieving the Institute's strategic plan.
- Work closely with the Executive Dean to build an empowered workforce encouraged and enabled to adopt a cross-functional approach across the organisation, working with the two other Academic Institutes, along with the Global and Engagement, Research, TAFE, and Learner Experience portfolios.
- Support the development of new teaching programs, new teaching delivery methods, successful grant applications, and securing of commercial opportunities.
- Work closely with the Director, Industry Cooperation, to adopt a co-operative approach through local, regional, national and international relationships and partnerships with industry, government, professional institutions, learners and community organisations.
- Work collaboratively with the Directors, Discipline Leaders, and other senior staff in developing and implementing operational plans within the Institute and across campuses to ensure the Institute and the university's strategic priorities and objectives are achieved.
- Work collaboratively with support services (ASSD, SEAS, CAD) in developing and monitoring service level agreements that ensure the optimal and flexible operation of the Institute's programs and administrative support requirements.

2. Operational management

- Work collaboratively with the Discipline Leaders to ensure the smooth operational management of the Institute.
- Chair and/or attend Institute management meetings or Institute committees as nominated by the Executive Dean.
- Support quality assurance procedures for Institute programs and Institute's submissions for relevant quality processes such as TEQSA audits, internal and external course or discipline reviews.
- Contribute to the financial sustainability of the Institute by assisting the Executive Dean to monitor the Institute's budget and mitigate risks.
- Chair and/or attend Institute management meetings or Institute committees as nominated by the Executive Dean.

3. People management

- Promote and foster a cohesive, collegial and high performance culture across the campuses to ensure successful outcomes for the Institute, and mutual trust and cooperation between Institutes and other sections of the University.
- Demonstrate and promote Federation University's Living Values of Inclusion, Innovation, Excellence, Empowerment, and Collaboration; and champion and advance the University's inclusion targets for both staff and students by developing and implementing strategies and priorities to enhance the culture of inclusion in the Institute and the University more broadly.
- Develop and coach staff in achieving their position objectives. This includes implementing and regularly reviewing the Performance Review and Development Program (PRDP) for staff and managing performance.
- Assist the Executive Dean in workforce planning and staffing requirements within the Institute ensuring the learning, teaching, research and engagement needs are met.

4. University policy

- Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
- Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code 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.

Level of responsibility

The Director, Academic Operations reports to the Executive Dean of the Institute and will receive broad direction on the strategic and operational priorities and objectives of the Institute. The Director, Academic Operations is responsible for actively contributing to the operational, educational, and engagement leadership of the Institute, and the planning, continuous improvement, development, delivery, coordination, assessment and evaluation of current and potential programs. The position is also responsible for supporting the Executive Dean in managing strategic partnerships to deliver the co-operative model and enhance and promote the University's profile.

The Director, Academic Operations is responsible for implementing and managing the Institute's operational plans to ensure the Institute increases its profile and reputation as well as its financial viability, profitability and relevance. The Director, Academic Operations is required to analyse and solve complex problems and apply appropriate judgement.

The Director, Academic Operations will have a working knowledge of the Higher Education sector in Australia, including the accompanying regulatory requirements, and will also have a demonstrated understanding of the trends in international education and research. The Director, Academic Operations will also demonstrate an appreciation of growth opportunities for tertiary education and research regionally, nationally and internationally.

Position and Organisational relationships

The Director, Academic Operations reports to and receives direction from the Executive Dean of the Institute. The position is a member of the Institute's leadership team and is responsible for working collaboratively with the leadership team of other institute's, including Director's, Academic Operations, Director's of Learning and Teaching, Director's, Employer Engagement and Director's, Research and management positions in the Academic Services and Support Directorate, in the implementation of the Institute's business operational plan.

The Director, Academic Operations is also responsible for managing and supporting staff within the Institute.

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:

Training and qualifications

1. A doctoral or equivalent qualification with relevant management and leadership experience and a record of achievement in teaching, research and leadership.
2. A Graduate Certificate in Education (Tertiary Teaching) or equivalent or willingness and commitment to complete this qualification upon commencement of employment.
3. A valid Working with Children Check (WWCC) or current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

4. Demonstrated ability in academic leadership, including the ability to lead change within a complex and dynamic tertiary education institution.
5. Demonstrated experience in supporting effective interdisciplinary, cross-Institute and cross-campus communication with a commitment to facilitating collaborative and collegial working relationships across different locations, academic activities and disciplines.

6. Demonstrated ability to implement and manage operational plans to achieve successful outcomes, including the demonstrated ability to successfully mitigate risks.
7. Demonstrated capacity to develop, apply and monitor best practice and quality improvement in teaching and research and to ensure compliance.
8. Demonstrated ability to lead, develop, manage and support staff to achieve strategic and operational objectives.
9. Demonstrated ability to promote and enhance the profile and reputation of the Institute and University; including the capacity to support the Institute's commercial and industry engagement and international partnerships.
10. Demonstrated knowledge of the Higher Education sector in Australia and internationally, including the changes and challenges faced by the sectors, industry trends and developments and the needs of employers in the industry sectors, and the regulatory and legislative requirements and the impacts of these on the Institute and University.
11. Demonstrated analytical and problem-solving skills, including the ability to develop and implement innovative and practical solutions.
12. Demonstrated interpersonal, communication, facilitation, influencing and negotiation skills.
13. Demonstrated integrity and commitment to championing and advocating for inclusion, for students and for staff, as well as the capacity to build and develop diverse and value-driven cultures reflecting Federation University's Living Values of Inclusion, Innovation, Excellence, Empowerment, and Collaboration.

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

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