



# DEPUTY DEAN

<b>DEPARTMENT/UNIT</b>	Law Resources
<b>FACULTY/DIVISION</b>	Faculty of Law
<b>CLASSIFICATION</b>	Level E
<b>DESIGNATED CAMPUS OR LOCATION</b>	Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world. You will be part of a university that is made up of inspirational, challenging thinkers and doers – and your work will make a lasting impact. Monash University was founded on the belief that the search for knowledge and the ways to use it never end. Discover more at [www.monash.edu](http://www.monash.edu).

The Monash Law Faculty was established more than half a century ago to be a different kind of law school, with a pioneering spirit, an enterprising and inclusive approach, and a deep commitment to access to justice in all of its forms.

What do we stand for? Exemplary academic standards, rigorous research, innovation, thought-leadership, worldwide strategic partnerships and justice for all. Our publicly declared ambition is to offer the best broad-based and experiential legal education available to law students, and to become the leading international, clinical and technologically advanced law school in the region. We aim to produce talented legal thinkers who have strong ethical, forensic and practical legal skills that can be applied to creatively solve real world problems. We invest in premium facilities worthy of our world class students and staff, such as our renowned clinical sites, state-of-the-art moot court, and contemporary, student-centred learning environments.

Monash Law is the only Australian law school to operate from seven different locations on three continents, and with significant investment in three community legal centres. Our commitment to local communities and the local legal profession is as deep as our commitment to preparing our students and supporting our academics to make a difference in the world. We also have our dedicated Monash University Law Chambers situated in the Melbourne Legal district that complements our Clayton base and legal clinics.

The Faculty has a vibrant research culture, with a strong commitment to diverse and innovative forms of high-quality and cross-disciplinary legal research that has governmental, professional, and social impact. We collaborate with world leaders in legal research and education throughout Australia and internationally, and have demonstrated top-tier research intensive performance. Our staff are involved in ARC Discovery and Linkage grants and CRC projects. The Faculty also has a number of world-class research centres, the Castan Centre of Human Rights, the Australian Centre for Justice Innovation, and the Centre for Commercial Law and Regulatory Studies, Eleos Justice and a number of energetic and emerging research groups including focus on Feminist Legal

Studies, Transnational Criminal Law, Law, Health and Wellbeing and Sustainable Legal Practice. All Faculty staff are actively engaged in research including cross disciplinary research that supports the four major University themes – Artificial Intelligence and Data Science, Better Governance and Policy, Health Sciences and Sustainable Development.

We are proud of our world class and high-profile alumni who after 56 years have become leaders in their chosen profession within Australia and world-wide. They may be found in most courts, in a variety of businesses and industries and in the various arms of the legal profession, and some of them become adjuncts with us, having an ongoing involvement in the Faculty.

The Faculty has strong alliances with other world class law schools in both education and research initiatives, some of whom partner with us to teach with us at our campus in Prato, Italy and Malaysia.

Suitable candidates may also be eligible for a named Chair role depending on their research area of expertise.

For more information about the Faculty of Law, please visit our website: [www.monash.edu/law](http://www.monash.edu/law).

## POSITION PURPOSE

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The Deputy Dean is a senior leader within the Faculty and as an executive committee member will have the responsibility for making a major contribution toward managing the Faculty, including carriage of steering large-scale Faculty and, whole of University initiatives.

The Dean, Deputy Dean and Faculty General Manager work closely together to drive the Faculty and form the core team who partner on a daily basis to drive decision making and steer Faculty wide implementation of strategy and stand-alone objectives.

The appointee has responsibility for the overall operational management of the academic cohort and will provide strategic leadership in academic governance, staffing and resource planning and implementation of strategy to achieve the Faculty's vision. Staffing parameters include the recruitment, appointment of sessional and Adjunct staff, creating a leadership culture and building leadership capability at each level. Given the matrix nature of the organisational system that operates at Monash, the incumbent can expect to work closely with a number of University directors and leaders. As the only Deputy Dean in the Faculty, the appointee can expect to undertake the role of Acting Dean at regular intervals in each academic year.

The Deputy Dean plays a key role in building an environment of strong staff engagement and creating a high-performance management culture and implementing defined mechanisms for aligned, best practice performance management across the Faculty at all levels.

**Reporting Line:** The position reports to the Dean

**Supervisory Responsibilities:** There are no direct reports for the role however there may be a requirement to provide academic supervision consistent with the expectations of other professors of the Faculty

**Financial Delegation:** Yes, in accordance with the University delegations schedule

**Budgetary Responsibilities:** The position is responsible for managing a budget of up to \$150,000

## APPOINTMENT

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The appointee will have an underlying substantive ongoing position as Professor (Teaching & Research) in the Faculty of Law. The appointment of the role of Deputy Dean is for an initial three-year term, with the option of an additional term by mutual agreement, subject to the University's performance, funding and other criteria.

## KEY RESPONSIBILITIES

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1. Contribute to academic and administrative leadership within the Faculty by participating in the development of policy and strategy, and leading the implementation of strategy
2. Provide specialist expert advice in governance, management, decision making and business planning for all matters across the Faculty relating to recruitment of tenured and Adjunct staff, academic staff supervision and workloads, sessional appointments, conference travel, offshore teaching travel and professional development allocations and their associated budgets
3. Lead and coordinate the allocation of academic staff workload and supervision, teaching resources and engagement roles within the Faculty, maintaining fairness, equity and transparency. This will include consulting with senior staff and making recommendations/proposals in line with Faculty's guidelines
4. In consultation with the Associate Dean (Education) oversee the Faculty's teaching program time-tables across all Faculty and cross-Faculty teaching programs
5. Oversee the performance management of academic staff: establish, model and drive an effective performance management culture and implement mechanisms for performance management of academic staff across the Faculty at all levels in order to establish ongoing career development and communities of practice for academic development
6. Drive and create a high performing strategic academic staffing plan to steer the recruitment and appointment of academic staff of the highest quality to exceed the desired profile and area of specialisation and develop and implement retention strategies to retain high-performing academic staff, whilst constantly striving to develop new and emerging talent to advance the talent and capability of the staff cohort
7. Oversee the Faculty's orientation and induction program for newly appointed academic staff, sessionals and Adjuncts
8. Lead and drive a positive and supportive workplace culture, in which the highest ethical standards are based on a demonstrable culture of collaboration and trust
9. As a key member of the Faculty Executive Committee, participate on various Faculty committees and represent the Faculty at University committees and various internal and external events as required
10. Take the lead on strategic initiatives, in collaboration with and as directed by, the Dean
11. Support the Dean and Faculty General Manager in other management activities and be Acting Dean, as and when as required
12. Other duties as directed from time to time

The appointee will also be expected to undertake teaching, research and administration duties consistent with their academic appointment within the Faculty in line with the Faculty guidelines for allocation of teaching and engagement roles. With appropriate adjustment for associated teaching and research expectation, plus a generous allowance and research fund to support ongoing research during the appointment.

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - a doctoral qualification, or equivalent accreditation and standing, and recognised as a leading authority in the relevant discipline.

### Knowledge and Skills

2. An outstanding academic track-record in the law discipline with significant experience indicated by an appropriately strong record of research, external competitive research funding, and publications

3. Proven excellence in teaching
4. Evidence of strategic leadership in academic governance and staffing and resource management
5. Significant experience contributing to setting strategic direction, undertaking strategic planning, providing advice and implementing initiatives to deliver organisational objectives
6. A demonstrated ability to implement and manage effective processes to drive performance and meet KPI's
7. Exceptional interpersonal skills and demonstrated ability to effectively coach, motivate staff and develop a culture of high performance and engagement
8. A demonstrated ability to implement and manage effective processes that meet agreed targets and outcomes in the tertiary higher education environment
9. Demonstrated capacity to think laterally and analyse and understand complex issues that may require considerable interpretation, and apply knowledge, experience and expertise to deliver a solution

## **OTHER JOB-RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.