Position Description

Head, Digital Curriculum

Position Number: 00062606 *Position Title: Head, Digital Curriculum* *Date Written: May 2018*	*Faculty / Division: UNSW Business School* *School / Unit: Education Portfolio* *Position Level: Level 10*

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Demonstrates Excellence	Drives Innovation	Builds Collaboration	Embraces Diversity	Displays Respect
Delivers high performance and demonstrates service excellence	Thinks creatively and develops new ways of working. Initiates and embraces change	Works effectively within and across teams. Builds relationships with internal/external stakeholders to deliver outcomes	Values individual differences and contributions of all people and promotes inclusion	Treats others with dignity and empathy. Communicates with integrity and openness

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Business School is a leader in business education and research in the Asian region and one of the largest Business Schools in Australia with more than 15,000 students, 500 academic and professional staff and more than 80,000 alumni and partners. The Business School offers a full suite of business degree programs at undergraduate, postgraduate, coursework and research levels, including the AGSM MBA programs and a range of Executive Programs. Its direction is guided by a business advisory council of leading CEOs, chairpersons and other business leaders.

The Business School's reputation is built on its outstanding staff, students and alumni and a cultural diversity which ensures an international focus. It also has a long history of deep industry engagement and takes pride in the impact it has through its educational and research activities. The School is frequently ranked among the top 50 in the world, and in some areas among the top 20, according to global indicators. For further information, see: https://www.business.unsw.edu.au/.

The Business School holds both AACSB and EQUIS accreditation and is a signatory to the UN Principles of Responsible Management Education (PRME).

The development and delivery of digital assets lies at the heart of the University and Business School's education strategy, as documented in the UNSW 2025 Strategy. The focus here is on digital uplift of existing programs and courses to meet the needs of existing students, and the development and launch of new online programs, courses and assets for growth markets.

Under the leadership of the Deputy Dean (Education), the Head, Digital Curriculum, leads the digital transformation of the Business School while also implementing program strategies to establish the Business School as entrepreneurial and a leader in digital curriculum innovation. This is a boundary spanning role that requires high-level consultation and collaboration across the Business School, the University, and externally.

The role of Head, Digital Curriculum reports to the Deputy Dean (Education) and has four direct reports in the Business Digital Learning (BDL) team. The Head, Digital Curriculum will sit within the Education Portfolio, a grouping that is overseen by the Deputy Dean (Education) and comprises BDL, the Education Quality & Support (EQS) team, the Co-Curriculum (CDL-WIL) team, Academic Directors Undergraduate and Postgraduate, a Project Officer, an EA/Project Officer, and the Program Manager Indigenous Business.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Under the guidance of the Deputy Dean (Education), design and operationalise digital components of Business School curricula with alignment to the UNSW education and digital strategies.

- Work with key stakeholders in developing plans for implementing Business School-wide initiatives for technology enhanced teaching and learning across the existing and expanding program portfolio. Doing so by adopting a systematic and coordinated approach to digital experimentation, innovation and implementation.

- Elevate the student experience by ensuring the Business School is appropriately positioned to implement the UNSW Inspired Learning Initiative, including Digital Uplift. As well as enhance the student experience generally, identify and exploit opportunities to create new digital learning experiences and programs.

- Enable the Business School to adopt innovative, digital and transformative programs and courses to meet the needs of students, industry, the professions and wider community. In so doing, develop digital education based on future innovation and global best practice for online and blended programs and courses.

- Contribute to the digital branding and positioning of the Business School by developing and promoting flagship online cutting-edge programs for growth markets.

- Develop, coordinate and lead Business School-wide initiatives that establish a reputation for being entrepreneurial and a leader in innovative curriculum design across both the faculty and UNSW.

- Lead, shape, motivate and manage the Business Digital Learning team to provide them with capability, direction and focus to sustain development and change in the digital arena. Supervise and coordinate the work of team members and project staff.

- Oversee the digital helpdesk activities to support academics in the Business School and ensure the digital curriculum needs of academics in Schools and on Programs are being appropriately serviced.

- Develop reporting and systems of evaluation to establish realistic business goals and provide accountability, and ability to factor this into the development of resourcing strategies. Manage budgets and contracts for digital curriculum projects in consultation with Finance and Procurement, and source additional funding where appropriate from central sources in the University and from external grants.

- Understand and establish value-adding collaborative relationships across UNSW and the Business School, with third-party publishers, learning providers and technology partners, and encourage digital and virtual connections with other institutions to enhance the student experience.

- Oversee collaborative working arrangements with other sections of the Education Portfolio to enhance digital curriculum offerings, including efforts by those in the Portfolio to enhance Work Integrated Learning and streamline Assurance of Learning. Ensure that interdependencies are appropriately identified and managed, working with staff in the Education Portfolio, in Schools/Programs, and highly collaboratively with colleagues in AGSM.

- Develop and maintain strong relationships with UNSW and Business School leadership to ensure digital offerings align to the overall UNSW vision to become a world class innovative teaching environment. Particularly important relationships are with UNSW IT and the PVC Education portfolio.

- Provide strong leadership and representation on – and work in partnership with – relevant Faculty and University committees and working parties.

- Undertake other activities as determined through consultation with the Deputy Dean Education.

- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

SELECTION CRITERIA

- Postgraduate qualifications and extensive relevant experience, or an equivalent level of knowledge, gained through a combination of education, training and/or experience.

- Demonstrated experience in digital or innovative curriculum design, with a high-level track record of developing and integrating online learning solutions. Preferably within a university or similar setting.

- Knowledge of, and affinity with, global standards in the development and delivery of digital technologies, particularly those relating to online learning with an understanding of the innovation process and its application in commercial and public sectors.

- Sound understanding of University and Faculty administration, practices, policies and procedures, with strong consultation, influencing and negotiation skills and proven ability to build effective relationships and secure resources from diverse internal and external stakeholders.

- Proven ability to exercise independent judgement and problem solving with the ability to resolve and address issues as they arise in a highly uncertain environment.

- Demonstrated strong ability to build and maintain effective relationships and engender a strong customer service philosophy and culture.

- Proven leadership skills managing a team of professionals, including managing workloads, setting priorities and influencing and driving core outcomes in a complex environment and across organisational boundaries.

- Significant experience in developing, delivering and continually improving processes and systems, including change management processes. Attention to process improvement to achieve goals.

- Excellent oral/written communication and interpersonal skills with superior professional presentation attributes and standards.

- Ability and capacity to implement required UNSW health and safety policies and procedures.

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.