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| Position Description |  |

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| Dean and Head of School – La Trobe Law School | |
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| Position No: | 50000666 |
| School: | La Trobe Law School |
| College: | Arts, Social Sciences and Commerce |
| Campus/Location: | Melbourne (Bundoora) |
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| Classification: | N/A |
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| Employment Type: | Fixed Term 5 year appointment in conjunction with substantive position as Academic Level E - Professor |
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| Position Supervisor:Number: | Pro Vice-Chancellor, College of Arts, Social Sciences and Commerce  50040554 |
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| Other Benefits: | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

College Arts, Social Sciences and Commerce, – http://latrobe.edu.au/assc

For enquiries only contact:

Professor Simon Evans, [simon.evans@latrobe.edu.au](mailto:simon.evans@latrobe.edu.au), +61 3 9479 5900

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# Dean and Head of School, La Trobe Law School

**Position Context**

The Dean and Head of School is a key leadership role within the University and is accountable to the College Pro Vice-Chancellor for the strategic management and performance of the School’s teaching, research and engagement activities. The incumbent provides support and advice to the College PVC and Vice-Chancellor on all matters relating to the School, and works closely with other Heads of School and University portfolio and division leaders in executing the role accountabilities.

La Trobe Law School forms part of the College of Arts, Social Sciences and Commerce. This consists of four schools and also includes the La Trobe Business School, the School of Education and the School of Humanities & Social Sciences.

The School currently provides education to more than 1900 students at entry to practice and higher degree levels as well as leading the University’s Bachelors of Criminology and teaching into programs in the La Trobe Business School and the College of Science, Health and Engineering (including the Masters of Cybersecurity (Law)).

The School has a revenue of $22.9M ($0.6M in research grants) and employs 56 continuing and fixed term staff.

The School offers 43 courses including double degrees over three campuses (Bendigo, Bundoora and City).

The School has a proud tradition of high-impact socio-legal or “law and society” research, with significant practical application. Law and society research aims to understand legal concepts, institutions and practices in their social, historical, cultural, political and economic contexts.

In recent years, the Law School has continued to build on its tradition of law and society research while recognizing the strength that comes from multiple approaches to legal scholarship. Law School researchers are now tackling some of the most challenging issues of the 21st century, including:

* the relationship between law and technology
* the regulation of health technologies and the human body
* the relationship between the state and its citizens.

The School received a rating of *4 – above world standard* in the 2018 Excellence in Research for Australia research evaluation framework conducted by the Australian Research Council.

Staff within the School partner with a range of industry and government bodies, including the Victorian Assisted Reproductive Treatment Authority, the Victorian Institute of Forensic Medicine, and the Donor Tissue Bank of Victoria. Researchers have influenced law reform in Australia and overseas, participated in test case litigation, served as expert witnesses in superior court cases, and engage regularly with the media.

The School has two major research centres, the [Centre for Health Law and Society](https://www.latrobe.edu.au/law/research/chls) and the [Centre for Legislation, Interpretation and Drafting](https://www.latrobe.edu.au/law/research/cfl), and a Research Collaboration network, [La Trobe Law Tech](https://www.latrobe.edu.au/law/research/la-trobe-law-tech). The School partners with the Asylum Seeker Resource Centre to run the Fast Track Clinic, which offers free legal services to asylum seekers.

La Trobe Law School offers three [Higher Degree Research](https://www.latrobe.edu.au/law/research/students) programs, and edits the journal [Law in Context](https://www.latrobe.edu.au/law/research/journals/law-in-context) and hosts the journal [Global Change, Peace and Security](https://www.latrobe.edu.au/law/research/journals/global-change-peace-and-security).

La Trobe Law School offers students an innovative, high quality legal education with a strong commitment to social justice and interdisciplinary enquiry. It is proud of its global perspective, local and international staff, open-door policy and a real emphasis on practical experience. It has been a pioneer in clinical legal education in Australia.

The Dean and Head of School leads the School’s staff and manages resources to achieve objectives aligned with the University’s Strategic Plan and priorities, and the College’s plans. The role is a key member of the College Executive and broader Senior Leadership Group.

# Accountabilities

Strategic leadership:

* Ensure the strategic objectives and activities of the School are aligned to those of the College and the broader University
* Collaborate with the College and University Executive in the generation of School strategic and business plans
* Implement quality assurance and improvement initiatives with the goal of enhancing all aspects of the School’s activities
* Actively promote the School, to external bodies to enhance the reputation of the School and the University locally, nationally and internationally.
* Assurance of regulatory, professional body and policy requirements within the School

Leadership and management of learning and teaching and the student experience:

* Accountable for achieving high standards of quality in teaching and learning as indicated by student feedback (including QILT results), retention rates and graduate outcomes by;
  + Effectively monitoring the quality of teaching across the School and implementing improvement programs and initiatives
  + Monitoring student retention, satisfaction and success across the School and implementing improvement programs and initiatives where required
  + Leading the development of a strong teaching and learning culture within the School
  + Assuring the viability and relevance of subjects and courses and establishing new subjects and courses within the University’s portfolio requirements
  + Coordinating all aspects of the management and administration of School teaching programs, including maintenance of quality improvement systems and processes
  + Fostering an excellent student experience by providing high standards of quality for the support and pastoral care of students
  + Leading and managing liaison with external professional bodies to gain and maintain professional accreditation of professional School courses.

Leadership and management of research and research training:

* Accountable for growing the research productivity of the School by;
  + Building research partnerships and collaboration (including commercial opportunities) with industry and government
  + Leading a supportive research training environment that encompasses mentoring of early career researchers, and the recruitment of Higher Degree Research candidates
  + Ensuring that the School has an effective strategy to grow global partnerships and attract international research students
  + Driving sustained and significant research performance through demonstrated research productivity, mentoring and leadership.

Leadership and management of staff and other resources:

* Provide engaging and inspiring leadership to School staff that drives a shared commitment to achieving quality outcomes, delivers effective outcomes and communicates the strategic objectives of the School
* Build the capability of the workforce by ensuring that the School leadership group utilises University tools and resources to support staff development, improve the quality of teaching learning and research, and manage difficult staffing matters or performance, including the Career Success performance management program
* Play an active leadership role on the College Executive, deputising for Associate PVCs and the PVC when required
* Role model the University values and Cultural Qualities and cultivate workplace practices and behaviors that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace
* Engage with the Chief Finance Officer, College PVC, College General Manager, and School leadership to prepare the annual School budget and then manage, oversee and be accountable for the expenditure of the allocated budget
* Develop initiatives and coordinate measures to obtain and generate income from internal and external sources, and oversee the disbursement of such funds

Personal workload:

* The workload allocation for the Dean and Head of School duties will be 100%, taking into account the time needed to discharge these duties effectively while maintaining an appropriate teaching or research profile. The Dean and Head of School will be expected to maintain a research profile, and will be supported in doing so.

# Key Selection Criteria

* A doctoral qualification or equivalent in Law
* An outstanding record of scholarly activity encompassing a substantial publication record, national and international research profile and collaborations, and external research funding
* Extensive skills and experience in quality teaching at undergraduate and postgraduate levels, including curriculum development skills and experience in one of the discipline areas within the School
* Demonstrated sophisticated understanding of the local, national and global environment for, and emerging trends in, legal education and legal practice and capacity to develop and implement strategies to position the School accordingly
* Demonstrated capacity to inspire, motivate, lead and manage academic and administrative staff in a complex organisation in an inclusive fashion and to model and lead the process of embedding La Trobe’s cultural qualities across the School
* Proven ability to drive change whilst continuing to consolidate the School’s existing priorities
* Ability to lead and manage the School’s performance in areas of teaching, research, planning, finance and people management
* Ability to exercise executive leadership including in areas of problem-solving and negotiation.
* Ability to work effectively with internal and external stakeholders and colleagues across divisions to meet regulatory and policy requirements and to achieve continuous improvement in university operations
* Demonstrated entrepreneurial skills and ability to build strong relationships with external stakeholders and relevant industry partners and provide leadership in the community

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use only:

Initials: GS Date: June 2018