

### Position Description: Academic Dean

<b>Position Title:</b>	<b>Academic Dean</b>
<b>Level:</b>	<b>Executive</b> (equivalent to university Academic Dean or Head of Department – large)
<b>Time Fraction</b>	<b>0.5</b>
<b>Location</b>	<b>310 King Street, Melbourne</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Date:</b>	<b>19/11/2020</b>

#### Key Purpose of the Position

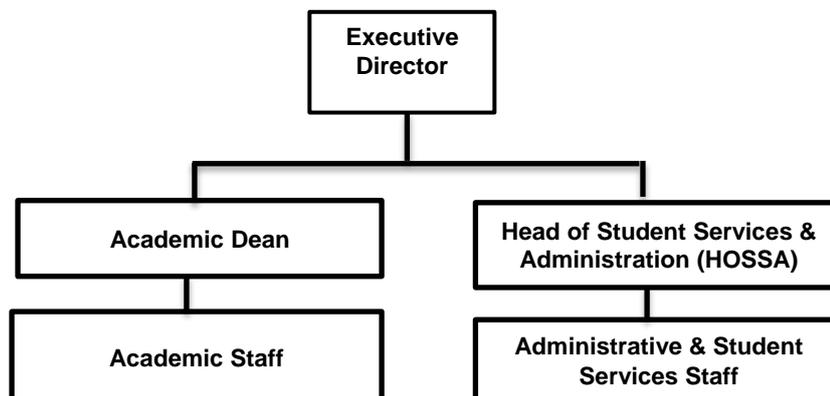
The Academic Dean position is a strategic academic and leadership role, with responsibility for the day-to-day academic operations of the Oxford Institute of Higher Education (OIHE). The Academic Dean (AD) works in collaboration with the Head of Student Services and Administration (HOSSA) and the Senior Management Team to ensure achievement of the Institute's Academic, Strategic and Operational Plans.

The incumbent is expected to make a distinguished academic and personal contribution to the Institute by fostering excellence in all scholarly activities, managing and developing academic staff and professional development activities, and leading academic policy development within the Institute.

#### Organisational Context

Oxford Institute of Higher Education offers Bachelor of Business degrees in Accounting (CPA Australia and Chartered Accountants Australia and New Zealand accredited), Management, and Marketing to students, many of whom are international students. OIHE is part of the long-established Oxford Education Group which offers high school, and English-language courses.

The Academic Dean reports to the Executive Director, along with the HOSSA, as indicated below:



## Responsibilities

The responsibilities of the Academic Dean include the following:

### 1. Academic strategic and operational planning

- Lead the Institute's academic strategic planning activities and achievement of educational and business priorities, including the Risk Management Plan, the Learning and Teaching Plan and the Quality Framework Policy and associated plans.
- Ensure the development of a higher education culture within the Institute that recognises and supports academic quality and integrity, commitment to advanced knowledge, scholarship, critical inquiry, independent thought, and the capacity for learning throughout life.
- Ensure the Institute's internal and external reviews and accreditation of units and courses are carried out with reference to the regulator (s) and professional bodies, and active engagement in high quality benchmarking activities.

### 2. Oversee the day-to-day academic operations of the Institute

- Ensure high academic standards and integrity in the higher education programs as well as student satisfaction, market relevance and commercial viability.
- Ensure effective academic internal controls and risk management strategies are in place for management and in compliance with all OIHE academic policies and the relevant legislation and regulations.
- Be responsible for course planning and quality management-
- Ensure that the academic risks identified in the Risk Management Plan are monitored and managed and contribute to the identification of academic and operational risks, as appropriate.
- Oversee the development of academic policies for the Institute.
- Oversee and participate in academic quality assurance activities to foster continuous improvement.
- Review academic resources on a regular basis to ensure that staff and students are provided with up to date electronic and physical academic support.
- Work in collaboration with the HOSSA to monitor, maintain and review the yearly budget allocation and expenditure.
- Undertake some teaching role and may act as course or unit coordinator as required, preparing and delivering lectures, tutorials and workshops and assessing students in one or more specialised business disciplines.

### 3. Manage staffing

- Provide academic leadership to the Institute and supervise course coordinators and lecturers.
- Ensure a cohesive working synergy among the academic staff for the Institute to grow-
- Develop the Institute's academic workforce plan to ensure its academic staffing profile, in terms of qualifications, experience, and level, is appropriate for its vision, Strategic Plan, quality framework, academic leadership needs and commitments against the Threshold Standards.
- Ensure that the Institute has effective processes for the recruitment, induction and performance review of appropriately qualified academic staff.
- Provide an active lead in scholarly activities and ensure that the scholarship and professional development programs effectively support academic staff and meet the Institute's goals in relation to teaching and learning, scholarship, and leadership.

#### 4. Collaboration with the Institute leadership team

- Serve as a member of the Academic Board and Committees of Academic Board
- Collaborate with the OIHE governing bodies and committees and the President and Executive Director to ensure the effective strategic academic and operational management of the Institute.
- Perform any other tasks as required by the Executive Director which are deemed relevant to the role.

#### Key Selection Criteria

1. A doctoral qualification, preferably in business or related discipline.
2. A record of demonstrable excellence, teamwork and leadership in academic and professional achievement.
3. Understanding of and extensive experience in higher education program development and quality processes in a university or private provider.
4. Ability to foster a higher education culture of advanced knowledge, academic quality and integrity, intellectual development and career aspirations of students and staff.
5. Demonstrated effectiveness in liaising with internal governing bodies and Committees and external organisations/agencies and the general public.
6. Demonstrated engagement in scholarly activity.
7. Proven ability to build sustainable relationships with a range of industry partners and ability to promote employment links with industry.
8. Demonstrated ability to work as a member of a team in a co-operative and collegial manner.
9. Excellent oral and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds.

Signed in acknowledgment of the requirements of the position.

**Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_