Position Details

Position Title	Dean (Academic)
Organisational Area	Academic Operations
Reports to	Deputy Vice Chancellor (Learning & Teaching)
Responsible for (management only)	Deans and Associate Deans in Discipline Fields of Education
Location(s)	Manly, City, and or alternate Campus when required

Overall, Purpose

The Dean (Academic) serves as a senior academic leader (academic level D/E) responsible for fostering excellence in academic governance, scholarship, and quality assurance across the institution's academic operations. This role together with Deans in discipline fields ensures that academic programs are relevant, effective, and aligned with both institutional priorities and regulatory requirements, including HESF standards. By leading strategic initiatives, implementing improvements and maintaining a student-centred approach, the Dean (Academic) strengthens the institution's reputation for high-quality, industry-focused education.

The Dean (Academic) reports to the Deputy Vice Chancellor (Learning & Teaching) and works with (or leads?) Discipline Deans, and other stakeholders to enhance academic governance, scholarship and academic operational performance. This includes contributing to strategic planning, policy reviews, development and implementation, and supporting accreditation processes. A key aspect of the role is cultivating a culture of continuous improvement through evidence-based decision-making and fostering collaboration across three institutional discipline teams within the academic operations department. This includes driving monitoring of and reporting on the quality of the institution's courses.

The Dean (Academic) engages with external stakeholders, including industry partners, professional associations, and academic networks, to align programs with market needs and emerging trends. The Dean fosters a culture of scholarship, supports research excellence in the field of Business and Management, and strengthens industry and academic partnerships to advance the institution's strategic goals in educational excellence and scholarship.

The Dean (Academic) is responsible for leading and managing direct reporting staff providing support, role clarification, coaching, mentoring, motivation, training and other development opportunities.

Accountabilities

Academic and Strategic Leadership
• Values and culture: Demonstrate and lead by example the values and culture of the College regarding the high standard of personal and professional conduct and presentation always expected by the faculty staff.
• Strategic Planning and Alignment: Collaborate closely with the DVC (Learning & Teaching), Dean (Scholarship) and Discipline Deans on strategic planning that supports the institution's vision, mission and medium to long-term goals captured in the Annual Learning and Teaching plan.
• Strategy Execution: Actively support the achievement of strategic and departmental goals and priorities as assigned in the Strategic plan and work effectively with members within the academic department and across the institution.
• Course and Subject Review: Partner with Discipline Deans and Program Managers to work on course and subject reviews, ensuring that academic offerings meet high standards and align with re-accreditation needs and strategic objectives.
• Institutional Advancement: Support the application to TEQSA to achieve University College status and engage with strategic and academic partners raising the institutional reputation (as required).

Academic and Corporate Governance
• Governance Reporting: Lead the preparation and submission of high-quality Annual and End-of Trimester academic governance reports, including comprehensive analysis and data-driven insights and evidence-based recommendations.
• Institutional Representation: Represent the Academic Team on the Academic Board and Executive Management Group (EMG), and in various PCG as required, contributing to high-level discussions on academic quality and institutional performance.
• Committee Leadership: Serve as the rotating chair for the Course and Subject Committee and the Learning & Teaching Committee, facilitating rigorous evaluation and enhancement of academic standards and policies.

Academic Quality Assurance
• Policy Review and Implementation: Actively engage in regular reviews to enhance academic policies and procedures, and lead (or support) their integration into academic operations and ensuring consistent application across disciplines and fields of Education
• Quality Standards: Work closely with Discipline Deans and Program Managers to implement and monitor compliance with academic policies, promoting quality assurance in alignment with institutional and TEQSA standards (HESF Domains).
• Academic Operations: Assist the DVC (L&T) in coordinating the Discipline Deans in planning and managing the human, physical, and strategic resources for Academic Operations ensuring equity across campuses and disciplines and in monitoring academic risks

- Ensure that the College's L&T principles are implemented in that content, style of delivery, learning outcomes and assessment all support the ICMS graduate attributes and the course learning outcomes

Scholarly Contributions and Industry Engagement

- Research and Scholarly Activities: Drive independent scholarly activities within the field of <u>Business and Management,</u> supporting the institution's goals for research output by achieving 3-5 high quality scholarly outputs annually.

- Industry and Academic Collaboration: Actively engage with industry and academic associations through memberships, committee participation, and collaborative projects, supporting the institution's role as a leader in industry focused education, applied research and scholarship.

- Scholarship culture: Fostering a culture of scholarship academic rigor and critical reflective practice across the academic team and promote excellence.

- Scholarship framework: Execute the scholarship framework within your discipline (Business & Management), and represent the discipline in institutional policy, procedures, and guidelines development.

- Scholarship Output Activity Register (SOAR): Monitor direct reports scholarly activities as reported in SOAR and facilitate goal setting and development plans.

People, Culture and Staff Management

- Be a driver of a constructive culture, lead by example to all staff across the provider. Achieve the desired level of Culture in the strategic plan and participate in activities to reach the required levels.

- Lead the Discipline Deans and work with the entire academic team with a cohesive and collegial style, in developing and improving the educational programs and policies of the institution with a clear set of standards of excellence, probity and transparency

- Facilitate academic staff contracts in alignment with institutional HR policies and procedures, and staffing budgets together with the DVC (L&T), HR and Finance

- Complete performance management bi-annually, coach staff in achieving their objectives, support career planning including professional and scholarly development opportunities for your direct reports

Institutional Responsibilities

- Comply with safety instructions in the work environment and be familiar with occupational health and safety procedures.

- Take reasonable care for your own health and safety as well as that of other people who may be affected by your conduct in the workplace.

•	Co-operating with activities relating to compliance with occupational health and safety legislation.
•	All staff members are required to comply with the Institution's policies and procedures including the Staff Code of Conduct and Diversity and Equity Policy.
•	Understand and comply with relevant legislation such as the HESF 2015, ESOS Act 2000, National Code 2018, and HES Act 2003.

Key Internal Relationships

Main Contact	Frequency	Purpose
Deputy Vice Chancellor (Learning & Teaching)	Daily	Strategising, planning and reporting
Discipline Deans	Daily	Collegiality, academic governance, policy compliance, course reviews and quality assurance processes
Course Coordinators	When required	Academic operations and quality management
Members of Academic Board, Learning & Teaching Committee, Course and Subject Committee	Regularly	As part of governance and quality assurance responsibilities
Registrar office	When required	Course Management system
Chief Quality Officer	When required	Quality Assurance
ICMS staff and students	Daily	As required

Key External Relationships

Main Contact	Frequency	Purpose
Industry partners and professional associations	Ad hoc	Engage as needed for collaborations, guest lectures, and alignment of curriculum with industry trends.

Academic Bodies and networks	Ad hoc	Engage as needed for collaborations, benchmarking and to stay current on trends and good practices
Academics in similar field	Ad hoc	Monitoring for trends and innovations, benchmarking in the institutional fields of education

Knowledge, Skills, Experience and Qualifications	Essential	Desirable
• PhD in the relevant discipline: Business and Management	x	
• Active scholarly engagement with significant record of achievements in scholarship outputs and applied research	x	
• Demonstrated significant senior leadership experience in academic governance and quality assurance at Deans level and as chair of committees	x	
• Leadership capabilities, including the ability to initiate and lead change within a complex and dynamic tertiary education institution inclusive of fostering cross-campus collaboration.	x	
• Demonstrated knowledge of the regulatory and legislative requirements of the Higher Education sector in Australia, including the changes and challenges faced by the sector	x	
• Demonstrated experience in academic operational management duties in a tertiary setting	x	
• Industry experience and engagement with the professions, professional associations	x	
• Strong interpersonal and communication skills, with demonstrated expertise in strategic planning, policy implementation, and quality assurance within a team-based environment.	x	
• Membership or active engagement with of a relevant professional body or association		x