POSITION DESCRIPTION

Deputy Dean

POSITION DETAILS:
Position Title: Deputy Dean
Establishment No:
Division:

CONTEXT:
The University of Western Sydney is a major urban university spread over six campuses in Greater Western Sydney, a region of great opportunity, diversity, challenge and growth. Almost one tenth of Australia's population lives in the West. UWS aims to 'bring knowledge to life' and to make a difference to the lives of its students and communities and the economic and social potential of the Region. The University shares many of the characteristics of the Region, closely identifying and working with local communities and businesses. We are focused and enterprising, committed to access and equity in higher education, to educating our students for employment and career advancement, to the application of research to contemporary issues, and to mutually enriching partnerships with our communities.

The University is culturally diverse, with over 2,500 staff and 40,000 students drawn from Australia and around the world. The UWS community possesses a rich texture of history, knowledge and skills, drawing on the strengths of a burgeoning urban region and contributing to its growth.

Position Purpose:
The Deputy Dean reports to the Dean and is primarily responsible for assisting the Dean in the provision of leadership within the School, and oversight of School planning, performance, and quality management. The position also takes responsibility for the Learning and Teaching portfolio within the School, working with the Associate Pro Vice-Chancellor (Education). He or she are a member of the School Executive and will work closely with the Dean on School leadership and management matters, and deputise for the Dean as required.

The responsibilities of the Deputy Dean include:

- Acting for the Dean when the Dean is absent from the University;
- Participating in the development of strategic directions for the School within the context of the University's planning framework and the University's overarching strategies;
- Assisting the Dean in development, implementation and monitoring of progress of the School Strategic Plan;
- Co-ordinating the implementation, at School level, of the University's Learning and Teaching, Research, and Engagement Plans.
- Developing and undertaking monitoring and enhancement of quality assurance procedures for undergraduate and postgraduate coursework programs;

- Supervising the School's submissions for relevant quality processes such as TEQSA audits, internal and external course or discipline reviews;

- Developing the Learning and Teaching Plan of the School in consultation with the Associate Pro Vice-Chancellor (Education), School Executive Committee and School Academic Committee;

- Participating in and contributing to School and University-wide committees as required;

- Advising the Dean and other senior School staff on policy and strategic matters particularly with respect to quality assurance of courses and their delivery and to student support, in the context of the UWS Academic Standards and Assessment Framework for Learning & Teaching;

- Overseeing domestic and international student welfare, equity and conduct in liaison with the relevant functional units within the University;

- Co-ordinating a comprehensive student advisory system within the School and ensuring adequate mechanisms for the management of student enquiries and complaints;

- Overseeing the process of transition for consolidated courses and other aspects of academic program restructuring eg. campus consolidation, and the associated consultation with students and Schools;

- Representing the School in relation to University-wide teaching and learning initiatives, policies, submissions and awards;

- Advising and assisting the Dean in the overall management of the School as a member of the School Executive and representing the School as appropriate.

**SELECTION CRITERIA**

The Selection Criteria for the position will be weighted to reflect the primary emphasis of the role being on deputising for, and assisting the Dean through the provision of leadership and management within the School.

**DEPUTY DEAN**

_The broad expectations of the role require the following attributes:_

- Academic appointment preferably at level E.

- Strategic thinking and the ability to provide leadership and guidance for the academic directions of the School;
• A capacity to work collaboratively across the School and in liaison with the functional units of the Academic and Research Division, particularly the Office of the Pro Vice-Chancellor (Education) and the structures of Academic Senate;

• An appreciation of the policy context of the higher education sector in terms of academic quality, diversity and flexibility (including the student context) and of developments at national Government and international levels;

• Extensive liaison and interpersonal skills with the ability to foster relationships and partnerships that extend and develop the activities of the School;

• A demonstrated record of innovation, achievement and quality improvement in teaching;

• The capacity to develop, apply and monitor best practice and innovative strategies with respect to teaching and learning;

• A thorough knowledge and understanding of the principles underpinning anti-discrimination, student equity, occupational health and safety and all other relevant legislation and a demonstrated commitment to and capacity to implement the principles and plans for equal opportunity, student equity, affirmative action and occupational health and safety.

New position description : 10 October 2011