



POSITION TITLE	Deputy Dean
JOB PROFILE ID	FAL_ALE_04_SJP
JOB CATEGORY	Academic
JOB FAMILY	Faculty Academic Leadership
COMPENSATION GRADE	Academic Level E
MANAGEMENT LEVEL	7 Deputy Dean/Deputy Executive Dean/Deputy Head of School and Deputy Dean (University School)

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION

The Deputy Executive Dean / Deputy Dean is responsible for strategic leadership and management in the delivery of high-quality learning and teaching of academic programs across the school. They lead, manage, and develop a faculty team to ensure the highest standards of excellence in learning, teaching, progression, outcomes, and professional practice.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Deputy Executive Dean / Deputy Dean works under broad direction with a high degree of autonomy. They set the strategic agenda collaboratively and are accountable for the achievement of goals and targets through the utilisation of resources, processes and operating activity. They use judgement to ensure effective application of governance and controls, and mitigation of risks.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0084727 Dean, Faculty of Arts and Social Sciences - Professor Lisa Adkins (Secondment)
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

Provide strategic leadership and management for the development, implementation, and evaluation of academic programs across the school. Propose strategies to develop the capacity of academic and professional staff to better support student learning and educational excellence. Identify emerging trends and evidence to support educational innovation and quality improvement. Provides strategic discussion papers on a broad range of issues for executive review. Develop, mentor, manage and lead multidisciplinary teams. Oversee and ensure the effective financial management of the school. Contribute to a positive workplace culture in which diversity of thought, contribution, collaboration, excellence and achieving outcomes are valued and enabled. Actively contribute to furthering the university and faculty strategic agenda. Contribute expertise and knowledge through communication of scholarship with industry, forums of public debate, organisation of public events, seminars, and conferences or other activities, in compliance with university policy. Undertake other duties appropriate within the classification level as required.

EDUCATION

Education
Doctorate or PhD - In a relevant field
Postgraduate qualifications - In a relevant field

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications

SKILLS

Skills
Ability to Communicate Effectively
Critical Thinking and Decision Making
Negotiation and Influencing.
Planning and Organisation.
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Development and delivery of strategic plans.
Engaging and collaborating with a diverse and broad range of stakeholders.
Financial management experience, including budget management.
Leadership and management in a tertiary environment.
Staff supervision, training, mentoring and performance management experience.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level