

Position Description

Position Title: Executive Dean (ED) – SoSCET

Position Number: P35851

Classification: Performance-Based Contract (PBC)

Organisational Unit: Academic Portfolio

School: SoSCET

Position Purpose

Reporting to the Senior Deputy Vice-Chancellor and Chief Academic Officer, the Executive Dean (ED) of the School of Science, Computing, and Emerging Technologies (SoSCET) is accountable for the overall strategic direction, management, quality, and performance of the School - including student experience, learning and teaching quality, research and innovation impact, and financial performance.

The ED is a member of the Academic Executive Group within the Academic portfolio and the Vice Chancellor's Advisory Group. The ED carries a shared responsibility for shaping and achieving the University's strategic vision, growth, and sustainability.

The ED is responsible for leading the creation of an innovation ecosystem in the School, including strong internal and external partnerships; developing a rich culture of excellence and innovation in teaching and research and innovation, through its departments, research units and discipline groups; and building the School commercial focus through the strategic development of its products and services.

Location

This position is currently located on the Hawthorn campus – however, the incumbent may be required to undertake duties at any of the University's campuses, and must be willing to travel between campuses, and work at a range of locations.

Key Responsibility Areas

STRATEGY AND LEADERSHIP	• Set the strategic direction of the School, in line with the University's Strategic Plan • Foster, through leadership and example, a culture of achievement that encourages the introduction of innovative strategies, services, technologies, and systems • Implement innovative and student-focused initiatives to increase the School's overall performance in a profitable and sustainable way • Ability to lead effective university management and to support and contribute to good academic and university governance • Attract and maintain national and international partners for the delivery and enhancement of teaching and learning, research, commercialisation, and other activities • Provide an outstanding student education experience by fostering a culture of innovation and excellence in teaching and learning; and seek to develop innovative, financially sustainable and relevant student offerings that align to student demand • Lead and promote a culture of research excellence and impact, by encouraging and supporting significant research and collaborative projects and funding, partnering with industry, ensuring high quality postgraduate research student supervision, and maintaining high standards of research integrity and security.
ACADEMIC MANAGEMENT AND ENGAGEMENT	• Ensure that appropriate plans are in place to achieve goals, objectives, and targets of the School and the University • Regularly review and evaluate the performance of the School, and take corrective action as required to ensure that performance measures and University quality and accreditation standards are met • Lead continuous reviews of existing course and unit offerings across channels and partners in terms of quality, viability, relevance, and efficiency • Ensure that the School contributes to achieving the University goals in research and innovation • Encourage the development of interdisciplinary and cross-sectoral collaboration within the School, academic portfolio, and across the university • Exercise relevant powers, responsibilities, and delegations of Executive Deans as set out in the University policies and regulations • Ensure that all School activities are undertaken in accordance with relevant government legislation, including ESOS Act, AQSA, TEQSA, ATEC standards <i>etc.</i> • Build and maintain positive ongoing relations with internal and external stakeholders (including government, business community, industry, relevant professions, employer groups, students, and alumni) to enhance the development and delivery of educational activities, market competitiveness and reputation

	• Maintain and grow a sustainable international footprint whilst upholding quality outcomes and requirements.
RESOURCES	• Ensure equitable, transparent, and cost-effective allocation of staff workload in teaching and research in accordance with the University policy • Manage the School's staffing profile and workload strategically and cost-effectively, while developing key talent, supporting staff performance and development, and ensuring succession planning for senior and critical roles • Ensure compliance with the University Health-and-Safety policies and procedures and relevant legislative requirements • Foster work environment that promotes and supports a culture of equity, diversity, and inclusion for staff and students
FINANCIAL MANAGEMENT	• Full profit-and-loss accountability for the School operations • Oversee the development of the School budget and financial forecasts including student load forecasts, expenses, and labour management • Take responsibility and accountability for the School financial management in a transparent and responsible manner in accordance with the University strategies and policies • Monitor monthly financial performance, and implement strategies and interventions needed to achieve the University's financial budget and quarterly forecast targets
SWINBURNE VALUES	Commitment to Swinburne Values of • One Swinburne: We work together, bringing our unique skills to achieve our common purpose and strategy. • Future-Focused: We commit to taking bold strides – ‘moon shots’ – and are constantly innovating, disrupting, renewing, and changing to create tomorrow's technology and talent today. • Engaged: We strive to be the most industry-engaged university, to amplify our impact and support all students to be future-ready • Empowered: We are trusted, and expected, to act and make decisions commensurate with our roles and skills, and to drive continuous improvement, to deliver our common goals. • Accountable: We are accountable for our contributions to Swinburne's success and sustainability, for the ways we work together, and for the outcomes that we deliver for students, partners, and society.
Other	• Undertake Academic portfolio-wide and/or University-wide responsibilities as required

Key Selection Criteria

Essential Qualifications	• A PhD qualification in a relevant discipline
Experience/Knowledge/Attributes	• Demonstrated profile as an academic leader in the relevant field, relative to opportunity, and the ability to lead across broader discipline areas within the school and across Swinburne.
	• Ability to lead, and contribute to, collaborative cross-disciplinary and cross-sectoral teams, and provide learning and teaching leadership and expertise that contribute to improved student outcomes
	• Strong business acumen including understanding the commercial context in which the University operates • Identifying and converting commercial outcomes, managing resources effectively, and understanding how the School contributes to the objectives of the University
	• Excellent strategic, analytical, and conceptual skills, together with the proven ability to develop and implement strategic plans in a complex environment
	• Demonstrated high-level interpersonal and communication skills, including the ability to engage effectively with academic, professional and technical staff, students and external stakeholders; work collaboratively in multidisciplinary and consultative environments; and foster a culture of innovation, entrepreneurship and constructive change. • Ability to liaise with senior external members of relevant professions in industry and government
	• Demonstrated ability to lead the development of new course offerings in relevant disciplines, and leading and managing staff to deliver innovative course design in a multi-disciplinary setting • Demonstrated ability to lead, develop, and manage staff involved in research programs to achieve at national and international levels through collaboration and joint research involving other universities, industry, and government
	• Thorough understanding of the tertiary education sector in Australia, including international activities, and trends in leadership, management and governance of contemporary universities in a rapidly changing and competitive environment
Other	• A valid Working with Children check card (or ability to obtain before commencement)

	• Ability to complete a police check, as nominated by Swinburne University.
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