

## POSITION DESCRIPTION

Position Title:	Executive Dean, Faculty of Arts and Design
Business Unit:	Faculty of Arts and Design
Appointment Level:	Senior Manager
Reporting To:	Deputy Vice-Chancellor Academic
Number of Direct Reports:	12
Delegation Band:	Band 3
Position Number:	50661

## THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

## OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

## GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



## BUSINESS UNIT OVERVIEW

The Faculty of Arts and Design is a diverse faculty, offering programs that range from the highly conceptual to the deeply practical. The programs are designed to ensure that students graduate ready to launch their career and can show potential employers both professional knowledge and skills in critical and creative thinking, communication, collegiality, and ethical practice.

The Faculty of Arts and Design comprises the two schools – Arts and Communication, and Design and the Built Environment alongside the News and Media Research Centre (NMRC) and the Centre for Creative and Cultural Research (CCCR). The Faculty has a commitment to innovation and excellence in teaching and has a mature, internationally-recognised and thriving research environment.

## POSITION PURPOSE

Reporting to the Deputy Vice-Chancellor (Academic) with strategic direction from the Vice-Chancellor & President, the Executive Dean is responsible for overall management, strategic direction, quality and performance of the Faculty, including research, learning and teaching, student experience and financial outcomes.

**KEY IMMEDIATE CHALLENGES** for the new Executive Dean, Faculty of Arts and Design over the next 12-18 months.

1. Develop and implement a new and contemporary profile and identity for the Faculty that reflects its applied teaching and research activities, plus its focus on employability.
2. Provide professional leadership and management to the Faculty, ensuring the development of an aligned culture and strategy.
3. Drive an innovative, entrepreneurial approach that facilitates growth, across both academic and commercial measures, and reflects multidisciplinary connections that leverage the broader strengths of the University.
4. Oversee the sustainable growth of student load and development of scholarship through the effective delivery of an innovative, market-led teaching and learning portfolio (in line with the University's new curriculum framework) that is attractive to the international, domestic, postgraduate and online education markets.
5. Promote a strong culture of research and scholarship as demonstrated by an uplift in a variety of research and scholarship performance metrics.
6. Increase the use of technology as a vehicle to establish greater efficiencies and performance across the Faculty.
7. Manage ongoing positive relationships and externally promote the Faculty's work with key stakeholders and communities that will impact on its success, especially in the ACT and across NSW.

## PRIMARY RESPONSIBILITIES

The occupant of this position will be required to:

1. **Academic Leadership.**
  - Setting the strategic direction of the Faculty, in accordance with the University's Decadal Strategy.
  - Implementing strategic initiatives in learning and teaching and research.

- Fostering, through leadership and example, a positive collegial and inclusive ethos.
- Leading all elements of the academic programs offered by the Faculty, including the exercise of the relevant powers, responsibilities and delegations of Executive Deans' as set out in the Statutes of the University.
- Attracting and maintaining national and international partners for the delivery and enhancement of teaching and learning, research and other activities.
- Ensuring that excellence in teaching and the provision of effective learning opportunities for students are achieved in the Faculty through a commitment to continual improvement.
- Ensuring that all academic offerings and course materials of the Faculty are regularly reviewed, evaluated and revised to ensure they remain relevant and innovative.
- Ensuring that the Faculty contributes to achievement of the University's goals in research.

## 2. Faculty Governance.

### Strategic Governance

- Ensuring that appropriate plans are in place, to achieve the goals and objectives of the Faculty and the University.
- Ensuring the Faculty's targets, reflective of the University's strategy and targets, are achieved.
- Ensuring that appropriate structures and mechanisms are in place for the governance of the Faculty including the Faculty Board, the Faculty Executive and other decision-making/consultative committees and processes as required.
- Ensuring the effective co-ordination and chairing of Faculty committees, and as an ex-officio member of other university committees.
- Maintaining open and effective relationships with key administrative staff.

### Staff

- Ensuring that a plan is in place for the staffing profile of the Faculty, including succession planning for senior positions.
- The effective management of the recruitment, induction, performance management, mentoring, training and development of all staff within the Faculty.
- The management of appropriate and equitable workload allocations that take account of education, research and service activities in the Faculty, in keeping with the University's procedures and commensurate with those of staff of other faculties.
- Integrating EEO, equity and diversity issues into the planning and management of the Faculty.
- Integrating Health & Safety and risk management into the planning and management of the Faculty.
- Conducting annual reviews of the Associate Deans, Heads of Schools, and Centre Directors, as well as other positions as appropriate.
- Conducting performance appraisals of staff through the annual performance development review.
- Provide a safe, inclusive and respectful working environment for all Faculty staff

### Students

- Ensuring that prospective and current students are provided with appropriate information and support.

- Maintaining effective lines of communication with students and, where appropriate, representation of students in decision-making fora.
- Providing an excellent experience for all students through their engagement with their program of studies, staff and fellow students.
- Monitoring and responding to student feedback and other data in a rigorous and timely fashion that displays a commitment to continual improvement in teaching and learning.

#### **Resources**

- With the assistance of Finance staff, the development of the annual faculty budget submission and financial management of the Faculty within the agreed budget, including:
  - formulation of a budget that transparently allocates funds to the academic programs, Centres and Faculty Office in accordance with mechanisms approved by the Deputy Vice-Chancellor, Academic;
  - undertaking monthly reviews of the Faculty budget to ensure that revenue and expenditure forecasts are met and that the Faculty does not generate a deficit, unless this has been explicitly provided for in the University Budget.
- Work with the University in the development of the Bruce campus for the enhancement of industry collaborations, community involvement, research opportunities and student experiences.

#### **Compliance**

- Ensuring that all Faculty activities are undertaken in accordance with relevant Government legislation, including ESOS Act, Higher Education Threshold Standards, etc.
- Compliance with University Agreements, Awards, and Policies.
- The establishment of mechanisms to ensure that equity and workplace health and safety policies are observed.
- Ensuring that all appropriate actions are taken to implement EEO and Health & Safety procedures and legislative requirements.

### **3. Representation to the External Community.**

The Executive Dean is the key representative of the Faculty to the external community, and is responsible for:

- ensuring that the Faculty establishes, maintains and enhances effective relations with government, the business community, the relevant professions, employer groups, students and alumni;
- establishing and maintaining appropriate external advisory committees and professional linkages with accrediting authorities;
- developing and progressing partnerships with external stakeholders; and
- pursuing, in accordance with relevant University policies and procedures, appropriate avenues for increasing revenue from sources other than Federal Government operating grants.

## KEY CAPABILITIES

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategic Plan with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p>
2. Effective Communication	<p>2.1 Adjusts message and delivery appropriate to audience.</p> <p>2.2 Listens to others and effectively communicates ideas.</p> <p>2.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>2.4 Influences and negotiates persuasively.</p>
3. Collaboration	<p>3.1 Creates opportunities for communities of work colleagues.</p> <p>3.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>3.3 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
4. Delivers results	<p>4.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>4.2 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p> <p>4.3 Responds effectively to changing circumstances and prioritises.</p>
5. Business Acumen	<p>5.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>5.2 Manages resources effectively.</p> <p>5.3 Understands the commercial context the University operates in.</p>
6. Service	<p>6.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>6.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
7. Digital Literacy and Innovation	<p>7.1 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>7.2 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p> <p>7.3 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>7.4 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p>

**Note:** This position requires a skill level that assumes knowledge / training equivalent to postgraduate qualifications or commensurate professional / industry experience. Evidence of innovation and engagement in teaching, research and external partnerships along with demonstrated knowledge of the challenges facing higher education in

Australia, including the business model of higher education, funding policy, TEQSA requirements and the competitive

**While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:**

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
- cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability

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environment for both domestic and international students will be desirable.