

MGSE Leadership Position Description

Role:	Deputy Dean
Eligible applicants:	Academic staff, Level D and above
Term of appointment:	2 years
Workload allocation:	0.6 FTE (or as negotiated)
Contact	<p>Professor Jim Watterston Dean Email: jim.watterston@unimelb.edu.au Tel: (03) 8344 8331</p> <p>MGSE People & Culture Email: mgse-hr@unimelb.edu.au</p>
How to apply:	Send an 'Expression of Interest' addressing the Selection Criteria and a very brief CV, the total to be no more than four pages , to mgse-hr@unimelb.edu.au and marked "Expression of Interest – Deputy Dean, MGSE"; by Close of Business Friday 20 March 2020.

Role Summary

The Deputy Dean is an experienced academic leader with the vision and capacity to help shape and build the Graduate School of Education. They are a well-respected educator and specialist within their research field. They lead by example and encourage and support staff in the delivery of excellence in teaching and research.

The Deputy Dean will work in partnership with the School Executive and the Manager, People & Culture to articulate and deliver a People Strategy for the Melbourne Graduate School of Education. The Deputy Dean is a key academic leader in the Melbourne Graduate School of Education (MGSE). They lead the development and deployment of academic staff to ensure the realisation of the School's strategic goals. Together with the Dean, the Deputy Dean actively contributes to developing, refining and communicating the School's strategy, policy, business plans, and future direction. This includes identifying staffing needs, participating in the review and creation of new programs in collaboration with other areas, and providing advice to senior officers of the University.

As a member of the Executive, the incumbent actively contributes to the development, refinement and communication of the Graduate School's strategy and future direction. This includes academic leadership of the staffing portfolio. As a member of the Executive they will liaise with University staff and committees and engage in organisational programs and processes to ensure consistent application of legislative and University requirements, and synchronicity between MGSE and University goals.

The Deputy Dean will directly supervise and support the Cognate Leaders to enable them to provide supervision support and guidance to staff within their Cognate groups.

The role is supported by the Assistant Dean, and by professional staff expertise both within the MGSE People & Culture team, the Strategy, Planning & Finance team, and the Business Analyst Learning & Teaching, who provide key advice and support regarding implementation of the School's academic workload model.

The appointee will be an outstanding and well-respected academic with the vision and capacity to help shape and build the Graduate School's strategic initiatives to a level of excellence.

Key Responsibilities

Strategy and Innovation

- Provide leadership in the strategic workforce planning of the School. Together with the Dean and School Executive Director, ensure the appropriate governance of the School and the ongoing review of its strategic direction. This includes compliance with legislation, policy and regulation, EH&S requirements, University financial management and reporting requirements;
- Working closely with the Associate Dean Teaching and Learning and Associate Dean Research, contribute to implementation of the School's Research and Teaching and Learning Plans and other strategies for the continuous improvement of the quality of research, teaching and learning and student support in the School.

Leadership and Service

- Supervise and support Cognate Leaders
- Contribute to the enhancement of the School's international academic reputation in teaching excellence, to ensure optimal activity at the School and University level;
- In consultation with the Dean and Executive team, lead the planning of future academic staffing needs and manage the implementation of change, allocating duties to academic and professional leaders to ensure the effective and efficient performance of the School's teaching, research and service functions;
- Work closely with the Associate Deans and Professoriate to ensure excellence in teaching within high quality academic programs, enhancing and maintaining international excellence in the School's teaching;
- Foster the guidance and professional development of academic staff (including induction of new staff and appropriate career development and guidance support for staff on probation) within the School;
- In collaboration with the Dean and Executive team, monitor performance against financial and non-financial targets in the School's budget and business plan.

Research and Teaching & Learning

- Maintain an academic teaching and research profile

Committee Membership

- Participate in all relevant University and School committees, deputise for the Dean and represent the interests of the School within the University through active engagement with the Academic Board and other groups and committees;
- Provide reports to MGSE Executive on School strategic objectives and projected outcomes;
- Provide advice to the Dean on matters relating to academic staff development and employment, and chair confirmation, promotion and selection committees for the School;
- Deputise for the Dean when required, including representation on committees, liaison with industry, stakeholders and alumni, partnerships with affiliated organisations and undertaking delegations as required.

Selection Criteria

Essential

- Professor or Associate Professor level appointment;
- Demonstrated capability in generating a culture of excellence, wellbeing and support within staff groups;
- Excellent understanding of internal and external influences shaping Australian and international higher education;
- Demonstrated ability to lead staff in an educational context;
- Excellent interpersonal skills and negotiation skills and an ability to facilitate communication for successful outcomes;
- Demonstrated ability to contribute to the strategic direction of the Graduate School, particularly in relation to matters within this portfolio; and
- Familiarity with the strategic direction of the Melbourne Graduate School of Education and the University of Melbourne and demonstrated knowledge of current University strategies and policies relating to this portfolio.