

MGSE Leadership Position Description

Role:	Associate Dean (Learning & Teaching)
Eligible applicants:	Academic staff, Level D and above
Term of appointment:	3 years
Workload allocation:	0.5 FTE
Contact	<p>Professor John Polesel Acting Deputy Dean Email: jpolesel@unimelb.edu.au Tel: (03) 8344 9641</p> <p>Associate Professor Larissa McLean Davies Associate Dean (Learning & Teaching) Email: larissam@unimelb.edu.au Tel: (03) 8344 8610</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 – Associate Dean (Learning & Teaching)"; by Close of Business Friday 18 October 2019.

Role Summary

The Associate Dean (Learning & Teaching) oversees the review and development of all coursework programs in the Melbourne Graduate School of Education (MGSE) including initial teacher education, professional education, online, and Breadth subjects. The Associate Dean (Learning & Teaching) works closely with the Program Coordinators and Learning & Teaching Committee to set learning and teaching strategic priorities in alignment with the MGSE Strategic and Business Plan.

The Associate Dean (Learning & Teaching) is accountable for maximising the academic excellence, public good and financial sustainability of coursework programs. Working with Program Coordinators, the Associate Dean (Learning & Teaching) will lead continuous improvement and innovation in each program, and work with the Manager, Learning & Teaching to co-ordinate all aspects of program delivery. The Associate Dean (Learning & Teaching) will advance debates and research relating to the Scholarship of Teaching and Learning across the School.

The Associate Dean (Learning & Teaching) will be a member of the Executive of MGSE and will be expected to take a leading role on MGSE and University committees.

Key Responsibilities

Planning & Policy Development

- Provide high level analysis of the external environment and identify new opportunities for programs in Education;
- Plan and oversee curriculum improvements and innovations in response to strategic and policy priorities;
- Provide strategic advice to the Dean and Faculty Executive on coursework and student support priorities for the MGSE;
- Liaise with appropriate University systems and committees to ensure consistency between Graduate School and University goals;
- Co-ordinate development and implementation of Learning and Teaching initiatives aligned to the Graduate School's Strategic Plan;
- Develop and implement strategies for the continuous improvement of the quality of teaching and student support in the MGSE;
- Monitor and report on course outcomes;

Leadership

- Lead the review of programs across the MGSE. In collaboration with program coordinators and other senior staff, provide leadership in curriculum design and program development to meet both educational and financial objectives;
- Develop a teaching environment and implement strategies that foster high achievement, collaboration, ethical practice and continuous improvement;
- Develop programs to support academic staff to improve their teaching skills and the standard of course delivery;
- Review assessment practices to ensure direct links to planned learning outcomes;
- Chair relevant committees as directed by the Dean and outlined in the MGSE governance document;
- Develop strategies for creating a nexus between research and teaching within the MGSE;
- Work with the Dean and Graduate School Executive to develop a research-led teaching strategy and provide support for staff in implementing such a strategy.

Resource Development

- Refine course structures to increase efficiency in delivery to free up staff time for other activities;
- In collaboration with the Associate Dean (Staffing), allocate staffing and other resources for the conduct of coursework programs;
- Ensure that strategies are in place for effective and professional tendering, negotiation and management of contracts for teaching programs;

- Lead the development and maintenance of fee-paying award programs across the Graduate School in association with the Associate Dean (International and Engagement);
- Ensure that the Graduate School's course programs comply with external and University requirements.

Research

- Ongoing success in research, in overall management of existing research projects as well as development of future research programs funded by competitive and collaborative research grants relevant to teaching and teacher education;
- Leading and participating in research activities of the Graduate School and University such as seminar programs, colloquiums and workshops.

External Relationships

- Ensure effective relationships with other faculties within the University in support of the Graduate School's coursework and research programs;
- Develop and maintain relationships with government and other organisations that shape public policy related to education and teacher training;
- Support the Dean in developing and maintaining links with a range of external stakeholders including DET, VIT and other professional registration bodies, Catholic Education Office, and the Association of Independent schools, Victoria;
- Develop strategic alliances with appropriate organisations to plan collaborative programs;
- Prepare submissions to government bodies on academic matters pertinent to the Graduate School's learning and teaching programs.

Selection Criteria

Essential

- Professor or Associate Professor level appointment.
- Demonstrated knowledge of international trends in graduate programs in education.
- Demonstrated ability to provide leadership in innovative curriculum review and development and designing research-led teaching programs.
- Outstanding demonstrated skills in leadership and management of large teams and complex organisation-building.
- Ability to enthuse colleagues to work collaboratively and to undertake new challenges.
- Demonstrated capacity to work effectively as part of a senior management team.