Position description

Associate Dean (Education)

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<tr>
<th>Position number</th>
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<tr>
<td>Department/Unit</td>
<td>Faculty Office</td>
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<td>Faculty/Division</td>
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<td>Classification (salary rates)</td>
<td>Academic Level E</td>
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<tr>
<td>Employment type</td>
<td>Full time (1.0) or part time fraction (eg. 0.6)</td>
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<td>Work location</td>
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**Position purpose**

The Associate Dean (Education) is responsible to the Dean and to the University for the provision of high-quality educational leadership and the development, implementation and review of educational initiatives that are aligned with the faculty's and the University's strategic priorities, plans, policies, profiles and goals.

The Associate Dean (Education) works within Monash’s quality cycle to support, reform and renew educational activities to ensure outstanding learning outcomes for students and the development of an environment that promotes improvement in educational performance. The Associate Dean (Education) will play a lead role in managing the course and unit profile of the faculty, of monitoring educational outcomes, and will participate in a number of key education committees within both the faculty and the University. The Associate Dean (Education) is also responsible for liaising closely with the Office of the Deputy Vice-Chancellor (Education).

**Duration of appointment**

The position is based at [insert location], however is required to attend other campuses.

Appointment to an Associate Dean (Education) position will be at a minimum 0.5 fractional appointment (or as negotiated with the Dean), normally for a period of 3-5 years (subject to an annual performance review). The appointee will also be expected to undertake teaching, research and administration duties consistent with their academic appointment within the faculty.

If the role is shared, a clear division of duties should be communicated to staff and students within the faculty and to the Office of the Deputy Vice-Chancellor (Education).
Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia’s Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,400 full time equivalent staff. Almost 3,500 of these staff members are academic staff.

Faculty: [Provide a brief overview of the faculty/division/department and the organisational work unit including, a description of the unit’s key objectives in 1–2 paragraphs. Insert a link to your faculty/division/department web site for further information.]

Key result areas and responsibility

The Associate Dean (Education) will be responsible for the following key tasks and activities in consultation with the Dean: [List dot points under sub-headings such as those listed below and address topics such as those suggested (this is not a fixed or exhaustive list)].

Educational Leadership

- Assist the Dean to lead the faculty to be recognised nationally and internationally for educational innovation and excellence.
- Develop and encourage an environment and shared vision within the faculty that fosters and values educational excellence through the faculty’s programs, priorities and goals.
- Monitor and respond to national and institutional educational performance indicators and foster a culture of performance improvement.
- Implement the Faculty’s curriculum reform and renewal in alignment with the University’s educational priorities, policies, plans, profiles and goals.
- Manage the Faculty’s education portfolio across all Australian and International campuses and sites.
- Be responsible and accountable for the education portfolio projects budget component of the faculty budget.
- Participate in the senior faculty leadership team, which contributes to the governance and management of the faculty.
- Chair the Faculty Education Committee and represent the faculty in education committees at University level.
- Liaise with other faculties, and with relevant divisions and campuses to develop, implement, promote and review strategies designed to enhance educational excellence.
- Develop and review strategies to promote internationalisation of learning and teaching.

Educational Planning and Quality Assurance

- Undertake a leadership role in the faculty’s strategic planning process as it relates to the development of educational priorities, targets and programs, particularly Monash Futures initiatives.
- Lead the faculty’s coursework quality assurance processes by contributing to the development, implementation and maintenance of academic standards.
- Provide input to the development and implementation of the University’s educational policies and ensure they are complied with at faculty level.
- Develop risk management strategies in relation to teaching and learning.
- Report annually to the Dean and the Deputy Vice-Chancellor (Education), reviewing and evaluating educational performance and progress against education plans and strategies.

Leading and developing academic staff to achieve Educational excellence

- Develop mechanisms to promote staff development and recognition in the area of teaching and learning, and identify and support prospective candidates for Vice Chancellor’s Teaching Awards.
- Promote engagement with learning and teaching research.
- Develop and support strategies to attract external funding for such research.
- Participate in the recruitment, development and retention of educational leaders.
Educational Collaboration and Engagement

- Maintain effective links with disciplinary and professional bodies, government departments, authorities, business, commerce and industry organisations relevant to the faculty’s educational activities.
- Maintain links with graduates and their employers to ensure the ongoing review of educational activities.

Key selection criteria

The following seven criteria must be included in the position descriptions for all Associate Dean (Education) positions.

Essential

1. Reputation and track record for educational excellence;
2. Experience in influencing change within a diverse academic organisation;
3. The ability to think creatively, innovate and implement sustainable change;
4. Demonstrated capacity to promote or contribute to the University’s agreed strategic educational direction;
5. Demonstrated experience in undertaking strategic planning initiatives and a capacity to develop and manage KPI and benchmarking programs; and
6. Ability to build relationships and contacts within Monash, across the sector and with industry to establish and sustain collaborations; and
7. Proven capacity to secure external funding or to facilitate the success of colleagues in doing so.

Other job related information

[Provide additional information on any unusual demands or advantages related to the position, important information that a potential applicant needs to know prior to applying. This information could include:

- Travel (eg. to other campuses of the University)
- Shift work, overtime and out of hours work (including evenings, weekends and public holidays
- On-call (including rostered on-call requirements)
- Peak periods of work during which the taking of leave may be restricted
- Possession of a current Victorian driver’s license

Note: Do not list other duties or KSC requirements in this section.]

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships