

<b>Position Title</b>	Deputy Head of School (Learning and Teaching)
<b>Group/Portfolio</b>	Arts, Education and Law / School of Education and Professional Studies
<b>Classification</b>	Associate Professor (Level D)
<b>Position Number</b>	00054922
<b>Reports To</b>	Head of School
<b>Employment Type</b>	Fixed term

## 1.0 Position Purpose

The Deputy Head of School is a key leadership role within the University and is responsible for deputising and supporting the Head of School (HoS) in achieving the school's vision and mission by assisting the HoS in the provision of strategic leadership and management of the performance of the School mainly in teaching and learning but also in research and external engagement; and for planning and aligning financial and staff resources with the University's strategic objectives.

The Deputy Head of School works collaboratively with faculty and staff including the Group PVC, Deans, Research Centre / Institute Directors, other Heads of School within the Group, Program Directors/Convenors, First Year Coordinators, and academic and administrative support elements, in achieving outcomes.

## 2.0 Eligibility Requirements

- The occupant will hold relevant tertiary qualifications up to doctoral level or equivalent accreditation and standing along with proven expertise in the management of significant human and material resources (8+ years) within the higher education sector.

## 3.0 Key Responsibilities

- Under direction from the Head of School, responsible for coordination of program performance and improvement for programs managed by or aligned with the School, ensuring compliance with University and professional accreditation processes and the quality assurance of courses.
- Contribute to the development of academic program plans for the School and Group and assisting the HoS in the development and implementation of the Group's learning and teaching strategy.
- Deputise for the HoS as required and be responsible for effectively and efficiently managing staff and resources within allocated budget to achieve high quality outcomes in line with University and Group strategic and operational plans, policies, legislation and other relevant parameters.
- Assist the HoS in implementing and monitoring the allocation of workloads in accordance with the provisions of applicable EB agreements and other University policies
- Monitor and evaluate the quality of teaching and standards of learning and achievement, working closely with other senior leaders and academics within the School.

- Assist the HoS in planning and executing major changes to programs, staffing, courses and teaching/learning priorities, including the integration of different disciplines into the School's course offerings
- Under guidance from the HoS, responsible for creating a productive work environment that encourages staff engagement and staff satisfaction; and ensuring that effective staff supervisory and performance reviews are conducted in a timely manner in accordance with policy to achieve the University's objective of high-quality staff development and staff performance
- Assist the HoS to establish and analyse key performance indicators and value-added data for the benefit of the School.
- Represent the School to external communities including government departments, professional bodies, international and local communities, relevant to the School and establish and maintain advisory boards relevant to the School.
- Assist in the development of clearly defined roles and responsibilities for all staff; support their professional development, ensure through performance reviews and/or evaluations that all faculty and staff are contributing to the school at or above expectations and within the mission and core values. Develop appropriate mentorship or coaching opportunities as needed.
- Cultivate strong relationships with a variety of stakeholders, including students, faculty, staff, Executive, the community, and partners that support and enhance the School's mission and lead strategic and financial planning to support the school's long-term sustainability
- Contribute to developing strategies and collaborate with central administration units and senior staff to publicise and market the School's courses, research programs and to enhance the reputation of the School to ensure its ongoing viability
- Provide values and ethics-led academic leadership that fosters excellence in learning and teaching, research, scholarship and external engagement outcomes.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#)