Griffith UNIVERSITY
Queensland, Australia

Position Title	Director, Queensland College of Art
Group/Portfolio	Arts, Education and Law
Classification	Senior Manager
Position Number	00041625
Reports To	Dean (Academic)
Employment Type	Fixed term

1.0 Position Purpose

The Director, Queensland College of Art, is a key leadership role within the University and is responsible for the performance of the College in research, learning and teaching, external engagement, and for planning and aligning financial and staff resources with the University's strategic objectives.

The Director works collaboratively with colleagues inside and outside the Queensland College of Art (QCA) to achieve high quality outcomes in all its activities. The role calls for leadership as well as management capabilities, to ensure widespread support for advancing QCA's vision and direction, especially its commitment to quality and distinctiveness. This will include appropriate strategies to enable all academic and administrative staff to achieve to the best of their capacity, and strategies to enable transparent and efficient governance. As QCA is based at both the South Bank and Gold Coast campuses, the Director will provide leadership in maintaining and enhancing the College as a unified academic element, as well as sound management in ensuring the most efficient delivery of its activities across the two campuses.

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 within the higher education sector.

3.0 Key Responsibilities

- Carriage of overall program performance and improvement for programs managed by or aligned with the College, ensuring compliance with University and professional accreditation processes and the quality assurance of courses.

- Build a high-quality research culture in the College, including a high-quality research training program, in consultation with any relevant Research Centre or Research Institute Directors.

- Contribute to the development of academic program plans for QCA and Group and to the development and implementation of the Group's learning and teaching strategy.

- 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.

- Implement and monitor the allocation of workloads in accordance with the provisions of applicable EB agreements and other University policies.

- 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.

- Represent QCA to external communities including government departments, professional bodies, international and local communities, relevant to QCA and establishing and maintaining advisory boards relevant to the College.

- Develop 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 QCA 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 QCA's mission and lead strategic and financial planning to support QCA's long-term sustainability.

- Develop strategies and collaborate with central administration units and senior staff to publicise and market the College's courses, research programs and to enhance the reputation of QCA 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](#)