

Position Title	Manager, Learning & Teaching (Health)
Group/Portfolio	Health, Dean (Learning and Teaching)
Classification	HEW 9
Position Number	00040936
Reports To	Dean (Learning & Teaching)
Employment Type	Continuing

1.0 Position Purpose

The Manager, Learning & Teaching (Health) provides leadership, operational management, and expert advice to support the Health Group's learning and teaching agenda. This role will have a key role to play in leading and coordinating learning and teaching functions and initiatives within the Dean's portfolio.

The position plays a critical leadership role in managing and supporting the Health Academic and Program Support Team Leaders and broader hub team in ensuring effective, high-quality coordination of learning and teaching activity across Schools and programs.

2.0 Eligibility Requirements

The occupant will:

- Hold a postgraduate qualification in a relevant discipline and extensive relevant experience; or
- An equivalent combination of relevant experience, education and training in the higher education sector.

3.0 Key Responsibilities

- Lead and manage executive-level accreditation and re-accreditation reviews for Health programs, including coordination of timelines and stakeholder engagement and feedback.
- Oversee continuous improvement processes arising from accreditation outcomes, program reviews and external benchmarking activities, and provide expert advice to the Dean on accreditation standards, external regulatory requirements and emerging risks or opportunities impacting Health programs.
- Coordinate engagement requests and events and liaise with relevant internal and external stakeholders to achieve Group key performance indicators related to domestic and international commencing student load.
- Support the Dean Learning & Teaching (Health) in the development, monitoring and delivery of strategic initiatives related to the Group's student and learning and teaching key performance indicators.

- Undertake research, stakeholder engagement, and data analysis to prepare high-level briefings, information papers and reports, including providing expert advice on emerging issues, that support the Dean in Group, University, and external Committees, Advisory Boards and similar.
- Ensure consistency in prompt and effective service delivery, work practices and standards of performance across the Dean Learning and Teaching (Health) team, through planning and allocation of resources to meet competing needs and priorities.
- Lead and develop professional staff to foster a positive, high-performing and student-centred professional staff culture.
- Maintain excellent working knowledge of University's enterprise systems for learning and teaching, curriculum design and delivery.
- 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](#).