

## Position Details

<b>Position Title</b>	Deputy Vice Chancellor (Learning & Teaching)
<b>Organisational Area</b>	Academic
<b>Reports to</b>	CEO & President
<b>Responsible for (management only)</b>	Dean Student Employability, Library Services Manager, Senior Learning Designer, Student Success Centre Manager and Dean Undergraduate, Dean Postgraduate, Head of English and Foundation Programs
<b>Location(s)</b>	Manly and City Campus

## Overall Purpose

The DVC (Learning and Teaching) is responsible for academic leadership, development and administrative management, ensuring academic excellence in delivering career focused student outcomes. The DVC (Learning and Teaching) provides day-to-day operational leadership, governance and regulatory expertise in accordance with the institutional strategic objectives and the annual Learning and Teaching Plan.

Other duties include the introduction of new programs as agreed with the Executive Management Group, Academic Board and Board of Directors. The DVC (Learning and Teaching) works in collaboration with the Senior Academic Team towards the conceptualisation, design, accreditation, development, implementation, review and continuous improvement of all programs.

The DVC (Learning and Teaching) provides leadership in the Faculty planning process, including planning and reporting on Faculty learning and teaching priorities. The role will also be responsible for the development and recruitment of an academic team recognised as being of the very highest calibre.

This is a leadership role in a teaching-focused institution in which the successful incumbent must maintain scholarship and professional standing in matters of learning and teaching. The position reports to the Chief Executive Officer/President and is responsible for the Academic Operations, Student Employability, Student Success, Learning Design and Library teams.

## Accountabilities

<b>1.</b>	<b>LEADERSHIP</b>
	Liaise with external regulatory and statutory authorities as required
	Oversee the enhancement of academic excellence
	Maintain constructive relationships and networks with key internal and external stakeholders and strategic academic partners.

<b>2.</b>	<b>PEOPLE AND CULTURE</b>
	Be a driver of a constructive culture, lead by example to all staff across the provider. Achieve the desired level of Culture in the strategic plan and participate in activities to reach the required levels.
	Lead the Academic Operations, Student Employability, Student Success, Learning Design and Library teams.
	Oversee the institutional academic staff profile and academic work force plan.
	Lead strategies aimed at developing academic leadership capability and increasing academic staff engagement.
	Perform staff performance reviews to assess skills and aspirations of staff; Introduce relevant professional training opportunities based on the needs of the individual and the Provider i.e. Online synchronous delivery skills etc
<b>3.</b>	<b>STUDENT ENGAGEMENT &amp; RETENTION</b>
	Oversee both Face to Face and Online delivery, aligned with the strategic plan. Ensure the academic minimum standards are always maintained in Moodle.
	Lead curriculum and teaching methods which facilitate successful “Career Focused” student learning outcomes.
	Oversee the Student Voice portfolio
	Regularly monitor, analyse and provide recommendations from course retention, attrition and completion rates
<b>4.</b>	<b>ACADEMIC OPERATIONS</b>
	Oversee the planning and the delivery of the Institution’s teaching programs
	Providing visionary and dynamic educational leadership and management in the learning and teaching environment
	Providing leadership in contemporary teaching and curriculum quality renewal, innovation and change management
	Leading the collaborative development of learning and teaching and scholarship frameworks to enhance L&T practices
<b>5.</b>	<b>QUALITY ASSURANCE</b>
	As a multi- sector provider , ensure academic compliance with the Higher Education, Vocational and ELICOS standards .
	Implement strategies aimed at increasing quality assurance in the delivery of teaching programs.
	Oversee strategies aimed at improving the quality of learning and teaching as well as capacity and capability.
	Oversee academic policies, processes, structures and resources aimed at ensuring excellence in learning, teaching, and scholarship.
<b>6.</b>	<b>ACCREDITATION</b>

	Provide academic leadership for existing course re-accreditation and new course accreditation submissions in collaboration with VP Quality Assurance and Accreditation.
	Have a leading role in the achievement of self-accrediting authority/ University College status.
<b>7. PLANNING</b>	
	Take ownership of the annual Learning and Teaching Plan. Align this plan with the 3-year institutional strategic plan and its KPI's.
	Maintaining knowledge and understanding of contemporary education issues and their implications for learning and teaching at ICMS
<b>8. REPORTING</b>	
	Report through the governance framework, focusing on delivering the academic KPI's in the institutional strategic plan, the departmental KPI's and identifying institutional risks.
	Lead action research projects to showcase ICMS' contemporary teaching practices and scholarship
	Informing and educating the College community about current learning and teaching initiatives across the College

## Responsibilities

<b>1.</b>	Comply with safety instructions in the work environment and be familiar with occupational health and safety procedures.
<b>2.</b>	Taking reasonable care for your own health and safety as well as that of other people who may be affected by your conduct in the workplace.
<b>3.</b>	Co-operating with activities relating to compliance with occupational health and safety legislation.
<b>4.</b>	All staff members are required to comply with the Institution's policies and procedures including Staff Code of Conduct and Diversity and Equity Policy.
<b>5.</b>	Understand and comply with relevant legislation such as the HESF 2015, ESOS Act 2000, National Code 2018 and HES Act 2003.

## Key Internal Relationships

Main Contact	Frequency	Purpose
Learning and Teaching Committee	Monthly	Chair, Academic Operations, Student Engagement, Reporting
Executive Management Group	Monthly	Member, Institutional Strategy, Institutional Operations, Reporting
Academic Board	Meetings	Member, Accreditations, Academic Governance, Academic Operations, Reporting
Direct Reports	Weekly	Academic Operations, Student Engagement, Course Development

Teaching staff	Monthly	Communication, Student Engagement
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## Key External Relationships

Main Contact	Frequency	Purpose
Sector networks, representative bodies	Monthly	Engaging with sector issues
Regulators (TEQSA/ ASQA)	As required	Accreditations, Reporting, TEQSA Domain 3 & 5 owner.

## Knowledge, Skills, Experience and Qualifications

	Essential	Desirable
Understanding the unique dynamics of the private Non-University Higher Education Sector.	x	
Excellent time management and organisational skills, and proven ability to deal with multiple tasks, establish priorities and meet competing deadlines.	x	
Demonstrated oral and written communications skills including the ability to analyse material and summarise key issues.	x	
Ability to liaise effectively with all levels of staff, students, management and external stakeholders.	x	
PhD in a relevant discipline or an equivalent work experience within an academic/pedagogical environment.	x	
A record of achieving results, integrity and the ability to cultivate productive working relationships.	x	
A national or international profile in higher education sector.		x