Position Details

Position Title	Associate Dean (Information Technology)
Organisational Area	Academic Operations
Reports to	Deputy Vice Chancellor (Learning & Teaching)
Responsible for (management only)	Program Manager(s) in the Discipline: Information Technology
Location(s)	Manly, City, or alternate Campus when required

Overall, Purpose

The Associate Dean (**Information Technology**) is responsible for the academic leadership and management of ICMS Academic Programs in the field of Information Technology, Academic Staff, Academic Governance and Academic Operations, and contributes to the future direction of ICMS by assisting with strategic planning.

This is a leadership role appointed at Academic Level D or E, that leads staff in achieving the institutional strategy with a focus on enhancing Educational Excellence, Scholarship, Stakeholder Relevance and the implementation of the TEQSA Higher Education Standards Framework. This role entails achieving a high-quality curriculum, instilling academic rigor, contributing to teaching and scholarship, and ensuring that students are prepared for personal success in their professional lives. Commitment to high standards and continuous improvement ensures the recognition of the programs in these fields of study.

The Associate Dean is supported by Program Manager(s) and Discipline Lead(s). The Associate Dean reports to the DVC (Learning and Teaching) and works collaboratively with other Deans/Associate Deans in Academic Operations, with the Learning, Teaching and Innovation team, the Library Manager and other departments.

Accountabilities

Leadership
• Demonstrate and lead by example the values and culture of the College regarding the high standard of personal and professional conduct and presentation always expected by the faculty staff.
• Submit academic operations reports to the institutional academic governance according to the workplans for the committees in a high-quality standard and with accurate data comprehensively analysed

•   Actively engage in regular policy and procedures reviews and lead the implementation of existing policies and procedures available in the policy library
•   Assist the DVC (L&T) in managing the human, physical, and strategic resources of the Academic Operations team in Information Technology on a day-to day basis, ensuring equity across campuses
•   Lead enhancements to student outcomes and experience, operational efficiency, regulatory reporting and academic learning & teaching collaboratively with other departments
•   Lead subject and course reviews and development in the field of Information Technology, and accreditation applications to the Board of Director and the regulator (TEQSA).
•   Support the application to TEQSA to achieve University College status
•   Review and manage the academic risk as captured in the institutional risk register
Academic quality assurance and evaluation
•   Ensure and lead compliance with policies, procedures and guidelines for teaching and learning and academic operations across your allocated field in Information Technology.
•   Act in accordance with the institutional policies and ensure that the Institution complies with the provisions of all relevant quality and legislative agents and bodies and that all policies are enforced by all staff by working collaboratively and transparently with the DVC Learning and Teaching
•   Monitor, analyse and report on the student cohort, including evaluating student experiences and outcomes at the end of each term, academic integrity, staffing profiles (AQF+1 and in field) and ratios against key risk and performance indicators for programs in Information Technology.

•   Contribute to the future and development of the Institution including participating actively and constructively in the various project teams and committees including:
    - Member of the Academic Board at ICMS
    - Member of the Academic Board at Sydney International College (TNE project)
    - Member of the Learning and Teaching Committee
    - Member of the Course and Subject Committee
    - Member of various Project Groups as required
    - Invited guest of the Appeals Committee

Programs development and delivery
• Lead the program manager(s) to complete comprehensive course and subject review cycles and the implementation of improvements as per the L&T evaluation framework. Submit annual course and subject reports to academic governance for courses in Information Technology.
• Oversee the development or revision of subjects, learning resources and ensure that discipline and industry knowledge stays current and is reflected in content development and learning outcomes
• Ensure compliance on Moodle / LMS related standards with your program manager(s)
• Ensure effective course delivery across different locations and different modes, to ensure quality and consistency in terms of content, course delivery, assessments strategies, and student evaluation
• Collaborate with the marketing and communications team in strategic marketing initiatives and campaigns as required
Academic Operations
• Lead program manager(s) in weekly and term-based activities to ensure effective academic and teaching operations for the delivery of programs in Information Technology and collaborate with other discipline teams
• Monitor incoming student numbers and work with Student Administration to ensure that the timetable is appropriate to meet the demand for classes across the different campuses
• Oversee the development of the term timetable and the annual delivery schedule for courses in Information Technology and approve the release of the institutional timetable together with the other discipline teams
• Monitor student progress to ensure their good academic standing and the provision of additional assistance for students and student cohort groups with support needs
• Ensure that end-of-term signoffs are managed in accordance with the established procedures and prepare summary reports to the Board of Examiners
• Ensure that the system of academic advising is effectively implemented and work with Program Manager(s) to facilitate feedback to students through a periodic review of their academic and professional progress
• Ensure that the College's L&T principles are implemented in that content, style of delivery, learning outcomes and assessment all support the ICMS graduate attributes and the course learning outcomes

Student engagement and retention

- Oversee Program Briefings at scheduled Academic Information sessions including (but not limited to) Orientation, Open Days, and information sessions both internal and external

- Ensure the administration of the 'Active Not-Enrolled list' within the Information Technology courses and initiate other retention strategies or initiatives as required

Staff Management

- Manage and work with the academic team with a cohesive and collegial style, consistent with institutional values, in developing and improving the educational programs and policies of the institution with a clear set of standards of excellence, probity and transparency

- Provide academic leadership in your allocated discipline, industry or community and promote a culture of educational excellence

- Manage and facilitate academic staff contracts in alignment with institutional HR policies and procedures, and staffing budgets together with HR and Finance

- Oversee and support staff induction processes and mentoring of new (teaching) staff

- Complete performance management bi-annually, provide career path planning and professional and scholarly development opportunities for your direct reports

Academic and professional scholarship

- Execute the scholarship framework within your discipline, and represent the discipline in institutional policy, procedures, and guidelines development

- Undertake and lead independent scholarly activities within the discipline or interdisciplinary area and L&T, record 3-5 outputs in SOAR (annually) and disseminate your scholarly output

- Monitor your direct reports scholarly activities as reported in SOAR

- Participate in relevant association/industry bodies by way of membership and/or active participation on association committees and champion collaboration initiatives with Industry Partners

Institutional Responsibilities

- Comply with safety instructions in the work environment and be familiar with occupational health and safety procedures.

- Take reasonable care of your own health and safety as well as that of other people who may be affected by your conduct in the workplace.

- Co-operating with activities relating to compliance with occupational health and safety legislation.

- All staff members are required to comply with the Institution's policies and procedures including the Staff Code of Conduct and Diversity and Equity Policy.

- 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
Deputy Vice Chancellor (Learning & Teaching)	Weekly	Strategising, planning and reporting
Program Managers	Daily	Collegiality, daily academic operations, and quality management processes
Course Coordinators	When required	Academic operations and quality management
Student Services	When required	Student engagement reporting and support
Lecturers	When required	Academic oversight and quality management
Deputy Registrar / Registrar	When required	Academic operations, course enrolments and completions
Student Success Centre Manager & staff	When required	Academic interventions, student referrals
Professional Placement Consultants	When required	Placement strategies, specific student cases, employability framework
ICMS staff and students	Daily	As required

Key External Relationships

Main Contact	Frequency	Purpose
Industry partners/connections	Ad hoc	Work Integrated Learning networking, CDASC, guest lecturers, professional bodies (ACS)

Academics in similar field	Ad hoc	Monitoring for trends and innovations, benchmarking

Knowledge, Skills, Experience and Qualifications	Essential	Desirable
• PhD in the relevant discipline: Information Technology with a specialisation in Cyber Security or Data Analytics	x	
• Knowledge and understanding of current and emerging technologies, trends, skills in the field of Information Technologies and specialisations in Cyber Security and/or Big Data/Data Analytics	x	
• Significant experience in teaching a diverse range of students across undergraduate and postgraduate programs	x	
• Industry experience and engagement with the professions	x	
• Membership of a relevant professional body (Australian Computer Society)		x
• Experience in academic management duties in a tertiary setting in Australia	x	
• Senior leadership experience in higher education	x	
• Sound interpersonal and communications skills	x	
• Experience working in a diverse team-based environment	x	