RMIT UNIVERSITY

Position Description – Deputy Head of School

Position Details

Position Title:	Deputy Head of School (Environmental Engineering)
Position Number:	50056390
Portfolio:	Science, Engineering and Health
School/Group:	Civil, Environment and Chemical Engineering
Campus Location:	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
Classification:	Academic Level E *Salary Schedule:* http://www.rmit.edu.au/browse;ID=ewhtlt73t01
Employment Type:	Fixed term

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia's original educational institutions founded in 1887, RMIT is now the nation's largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city's northern suburbs - campuses in Hanoi and Ho Chi Minh City in Vietnam and a site in Barcelona, Spain. With significant partnerships in Hong Kong, China, Indonesia, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University's total student population of 82,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures. It is ranked in the top 150 universities in the world for engineering, computer science and information systems, economics, communication and media studies, accounting and finance and education in the 2013 QS World University Rankings and 10th in Australia.

www.rmit.edu.au

The College of Science, Engineering and Health

The College comprises 10 Schools delivering a broad range of programs in Science, Engineering and Health at Apprenticeship, Certificate, Bachelor, Masters and PhD levels. Many programs articulate between TAFE and Higher Education, creating pathways for further study.

There is a vibrant research community attracting funding from a range of government and industry sources. The College has an annual budget of approximately $209 million and employs over 1,000 staff providing on and offshore programs to approximately 20,000 students.

Details relating to the School/College Office may be found on at: www.rmit.edu.au/seh

School of Civil, Environmental and Civil Engineering

The School has over 1422 students enrolled in undergraduate programs leading to degrees in Civil & Infrastructure Engineering, Civil & Infrastructure Engineering/Business Management, Environmental Engineering, Chemical Engineering, Chemical Engineering/Business Management, Chemical Engineering/Biotechnology, Chemical Engineering/Food and Nutrition, Chemical Engineering/Applied chemistry, Chemical Engineering/Biomedical Science (Pharmaceutical Science) and Certificate, Diploma or Masters in Sustainable Practice, Masters of Engineering (Structures and Forensics).

There are over 91 post graduate students enrolled in research programs. The postgraduate research programs cover Masters of Engineering and Doctor of Philosophy in a range of new and developing fields. Much of the research activity is linked with industry with a broad range of research interests generally under the themes of Water Engineering, Civil and Infrastructure Engineering, Environmental Engineering, Chemical Engineering, and Rheology and Materials Processing.

The staff of the School are fully involved in a wide range of teaching, research, consulting and community service activities, both within the University, locally and internationally through professional organisations, learned societies, industry and commerce.

Details relating to the School can be found at http://www.rmit.edu.au/civilenvirochemeng

Position Summary

The Deputy Head of School, Environmental Engineering is accountable for providing strategic and academic leadership and management, consistent with RMIT's strategic plans and objectives, to the discipline and for contributing at a senior level to the strategic planning and development of the School.

The Deputy Head of School, Environmental Engineering has a key role in ensuring the provision of academic leadership and strategic direction for a suite of programs that comprise a distinct academic discipline. They have both research and academic program leadership roles for that discipline. The Deputy Head of School, Environmental Engineering works closely with the Deputy Head of School (Learning and Teaching), and with the relevant discipline-related Program Managers to manage the development and renewal of the curriculum for courses in the area concerned. The position is responsible for assuring program and course quality and relevance within the University policies and external compliance requirements.

The Deputy Head of School, Environmental Engineering is assisted by the relevant Program Managers and the School's professional staff who take responsibility for the student-related matters.

The Deputy Head of School, EnvironmentalE87663 Engineering is a member of the School executive team and is required to work collaboratively with all members of the School management team and with staff across the school to ensure that the School achieves its strategic objectives.

The time fraction for the leadership role will be determined in line with the applicable workload allocation model.

Reporting Line

Reports to: Head of School

Direct reports: The academic staff of the Discipline of Environmental Engineering

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide academic and research leadership and strategic direction for the discipline and it's suite of programs.
- Advising School Executive Committee and Head of School on strategic and policy directions for the School with respect to a suite of programs.
- Supporting the Deputy Head of School (Learning and Teaching) and Program Managers on academic policy implementation particularly with respect to all aspects of the quality assurance of a suite of programs and their delivery.
- In collaboration with the Deputy Head of School, Research ensure that research activity in the discipline is focussed on agreed strategic priorities and that research outcomes contribute to the positioning and strengthening of the School.
- Proactively liaising with industry and professional partners to enhance the relevance of the programs and research.
- In collaboration develop international education opportunities for the discipline and programs.
- Supporting compliance within a suite of programs with regulatory requirements including TEQSA, Australian Skills Quality Authority (ASQA), Australian Qualifications Framework (AQF), and other requirements related to international education;
- Leading the development of new programs, amendments to programs and discontinuation of existing programs to ensure quality, viability and relevance of programs;
- Lead and encourage the development of interdisciplinary and cross-sectoral collaboration both within the School and across the wider University.
- Ensure the effective management of staff within the discipline including recruitment, induction, staff development, work planning and performance review.
- Ensure the allocation of resources to the discipline in a cost effective, equitable and sustainable manner, to ensure the ongoing sustainability of the discipline and its programs and activities.
- Position and represent the disciplines and programs locally, nationally and internationally and work with College and University marketing groups to ensure effective marketing.
- Monitoring the comparability and equivalence of standards of multiple offerings of awards offered by the School;
- Liaise proactively with academic leaders at offshore campuses and partnerships where programs are delivered in multiple locations.
- Maintain academic and professional standing and currency by engaging in a program of academic and professional activity and development.
- Participating in the School Learning and Teaching Committee;
- Undertake teaching and research as appropriate and as agreed with the Head of School/Dean.

Key Selection Criteria

1. Strong leadership skills and experience in initiating, leading and managing academic teams and projects in a collegiate environment to deliver strategic objectives.
2. Demonstrated understanding of University systems in regards to budget management, quality maintenance and good governance.

3. Demonstrated capacity to think strategically and to act tactically based on organisational priorities and objectives.
4. Demonstrated high level of interpersonal, communication and negotiating skills including the ability to consult with senior executives, external bodies, produce executive reports, negotiate agreed directions, outcomes and targets within a collaborative environment.
5. Ability to lead and contribute to cross-disciplinary and cross-sectoral teams.
6. Demonstrated experience in providing Learning &Teaching leadership and expertise that contributes to improved student outcomes.
7. Substantial record of academic, research and professional achievement in an area relevant to the discipline, and the capacity to exercise academic leadership to enhance the standing of the School nationally and internationally.
8. Demonstrated strong commitment to learning and teaching quality, research development, and industry and community engagement.

Qualifications

PhD or demonstrated equivalence, combined with knowledge and achievements that meet the professorial criteria

Endorsed:		**Approved:**	
	Signature: Name: Professor Chun Qing Li Title: Head, School of Civil, Environmental and Chemical Engineering Date: 10/4/14		Signature: Name: Professor Peter Coloe Title: Pro Vice-Chancellor, College of Science, Engineering and Health Date: 10/4/14