

## JOB DESCRIPTION

### BASIC INFORMATION

<b>Position Title</b>	Dean – Faculty of Engineering and Information Sciences		
<b>Function/Department &amp; Location</b>	Faculty of Engineering and Information Sciences University of Wollongong in Dubai Dubai Knowledge Village, Dubai, UAE	<b>Grade/Level</b>	Associate Professor or Professor
<b>Reporting To</b>	President	<b>Reportees</b>	To be reviewed by end of 2015

### ORGANISATIONAL CONTEXT

The University of Wollongong in Dubai (UOWD) is the first foreign University to be accredited in the UAE and has been operating since 1993. UOWD is separately constituted with its own corporate Board and Academic Board to ensure high standards of education and corporate governance consistent with the expectations of the Ministry of Higher Education and Scientific Research, UAE. UOWD courses and subjects are accredited by the Ministry for Higher Education and Scientific Research, through the Ministry's Commission for Academic Accreditation. Quality Assurance is a key element of gaining and maintaining accreditation which is facilitated by effective interactions with staff at the University of Wollongong in Australia and close alignment with its subjects and courses.

### POSITION OBJECTIVE

The Dean of the Faculty of Engineering and Information Sciences is responsible for the leadership, operation and management of the Faculty of Engineering and Information Sciences including long-term strategic planning, academic development and the management of the Faculty's financial, administrative and human resources. As a member of the University's executive team, the Dean plays a significant role in University-wide initiatives and works in collaboration with other academic and administrative units in support of the mission of the University.

The Dean will be accountable to the President for the leadership, organisation, management and conduct of the Faculty in meeting the University's strategic plan in teaching, research and professional and community activities. The holder of this position will be expected to drive research and teaching as well as reviewing and developing new programs.

## DO — Key Responsibilities

### Key Responsibilities

#### Strategic Planning

- Develops appropriate strategic, business and academic plans for the Faculty
- Develops academic plans including but not limited to: delivery of new and existing programs, student enrolment plans (undergraduate and postgraduate), staffing plans, research plans
- Develop and manage Faculty budget
- Ensures that the Faculty has adequate and quality resources to function effectively including staffing and technology
- Ensures that the Faculty provides positive student experiences including academic support and advice
- Collaborates with fellow Deans and Senior Executives to ensure coordination of efforts and promotion of the University
- Acts as member of and/or Chairs relevant academic and management committees of the UOWD

#### Academic Accreditation and Quality Assurance

- Ensures Quality Assurance processes and policies and on-going quality assessments are implemented through coordination with the President, course coordinators and relevant UOWD colleagues
- Participates in the initial and final accreditation of new programs
- Provides leadership in revising and delivering curriculum
- Ensures the development, delivery and continuous improvement of Faculty programs

#### Policy Development, Review and Implementation

- Reviews and oversees the effective implementation of all relevant University's policies and procedures
- Ensures all staffing matters in the Faculty are in accordance with the University's policies and national education policy

#### Teaching and Research

- Provide leadership of the Faculty's research activities and initiatives
- Ensure support is provided for individual and collective efforts of unit Faculty members engaged in research and grant writing
- Establishes a sound research culture in the Faculty and helps to establish young researchers
- Drives initiatives for internal and external funding for financing research
- Approves or recommends research contracts within delegated competence

#### Community Involvement

- Collaborates with organisations for joint development of courses
- Develops and contributes to the marketing initiatives for the University
- Represent Faculty at conferences, exhibitions and interactions with parents

#### Professional Development of Faculty Members

- Monitors and encourages the career and professional development of staff through teaching, training, research and promotion opportunities
- Prepares annual Faculty evaluations and makes recommendations to the President regarding merit, salary adjustments, promotion and tenure decisions

## DISPLAY

QUALIFICATION

**Basic Qualification /  
Education / Vocational  
Training**

An earned doctorate in a relevant discipline from an accredited international institution

**Advanced  
Qualification /  
Certification / Specialist  
Training**

**Specific / Relevant  
Experience**

- Demonstrated academic experience, with excellence in teaching or research, and governance
- Evidence of collaborative program development
- Demonstrated experience in the effective management of all administration functions including but not limited to the human resource, financial and other resources planning of a department / unit / centre in a tertiary environment
- Demonstrated experience in developing and implementing effective policies and procedures

CAPABILITIES

**Skills and Capabilities**

**Essential:**

- Demonstrated strong understanding of accreditation and regulatory requirements
- Effective interpersonal and written communications skills
- Demonstrated ability to work with and provide leadership for a broad range of stakeholders both on and off campus
- Demonstrated ability to operate and maintain relationships within a multi-cultural environment

**Desirable:**

- Demonstrated knowledge of relevant professional bodies in relevant Engineering and/or Information Sciences areas
- The demonstrated ability to engage with multiple constituencies, including students, Faculty members, staff, and alumni, as well as leaders in the business, political, social, and governmental sectors locally, nationally, and internationally
- Strong knowledge of and/or experience with tertiary education sector in the Middle East region

<b>DELIVER</b>	
<b>Key Result Area (KRA)</b>	<b>Means &amp; Measures</b>
Develop academic plan for the Faculty of Engineering and Information Sciences	Approved academic plan by the President
Ensure accreditation of new and existing academic programs	Success rate of new program accredited
Maintain policy review and implementation	CAA reports received and results implemented
Improve course portfolio	Increase quality and number of enrolments in the Faculty of Engineering and Information Sciences
Ensure student satisfaction	Increased positive student feedback and increased teaching evaluations
Increase research output and quality for Faculty	UOW ranking in terms of research
Increase community engagement	Success in agreements with universities and associated entities
Ensure professional development of Faculty members	Increased effectiveness of Faculty members (teaching, performance appraisal statistics, committees, engagement)

<b>JOB INTERACTIONS</b>	
<b>KEY INTERNAL INTERACTION WITH</b>	<b>NATURE OF INTERACTION</b>
President	Guidance, direction, approval and collaboration
Deans of other UOWD Faculties	Collaboration on academic matters
Director, Administration and Strategy	Discuss operations and initiatives related to Students Affairs, Registration, Academic Calendar, Student Progress
Manager, Finance	Discussing financial matters
Manager, HR	Recruitment, performance matters and other HR matters
Faculty members	Advising on Faculty matters
Students of the Faculty	Dealing with student concerns
Director, Marketing and Student Recruitment	Promoting UOWD programs and student recruitment activities
Director, Office of Planning and Performance	Policy, quality assurance, accreditation, institutional effectiveness, statistics

KEY EXTERNAL INTERACTION WITH		NATURE OF INTERACTION	
UOW - Senior Executive and Peer Faculty		Academic collaboration, policies, QA, Professional Accreditation, New Programs	
CAA		Accreditation matters	
Professional groups (marketing associations, local businesses)		Managing and adhering to agreements	
<b>Validated by</b>	President	<b>Revised by</b>	March 2015
<b>Validated on</b>	HR Manager	<b>Revised on</b>	March 2015