

POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Dean
Position Grade	E - Professor / D – Associate Professor
Category	Managerial
Campus / Faculty	Sarawak Campus – Faculty of Engineering, Computing & Science / Faculty of Business, Design & Arts
Division	Academic Office
Term of Appointment	Fixed-Term Contract
Effective Date	March 2023

Position Purpose

The Dean of the Faculty will provide academic leadership and executive management to the Faculty. He/she will be responsible for the strategic and operational development of the Faculty, working closely with the Deputy Pro Vice-Chancellor (Academic) and other Deans to advance the Academic Office and Swinburne University of Technology Sarawak Campus (SUTS). The Dean will be expected to lead the daily operations and administration of the Faculty and contribute to the operation of the University more broadly through involvement in other activities and in participation in committees. It is expected that the Dean will actively support marketing activities so as to meet the student forecasts for the Faculty.

A major focus of this role is to bring together, lead and develop the Faculty in the areas of teaching and research excellence. The Dean will need to ensure that existing Quality Assurance policies and processes between Swinburne University of Technology (SUT) and SUTS are adhered to, continually improved and to foster good communications between the unit convenors / unit panels of both campuses.

The Dean will provide teaching and research leadership in the disciplines relevant to the Faculty at undergraduate and postgraduate level. It will be expected of the Dean to strongly encourage and support his/her academic staff to apply for research grants, undertake research and contribute to the development of the respective field by publication and other appropriate forms of scholarship.

The Dean should optimise the numerous opportunities for synergy among disciplines with, and between, Faculties and with Industry. The Dean will develop the national and international reputation of the Faculty and Swinburne.

University Information

As a 21st century university at the cutting edge of technology, innovation and entrepreneurship, Swinburne University of Technology has an ambitious vision to become the prototype of a new and different university. A next generation university. With a century long history of educating and training students with high-quality, career-orientated education and strong links to industry and the community it aims to bring people and technology together to create a better world.

Swinburne has an international reputation for quality research that connects science and technology with business and the community. The University standing in prestigious world academic ranking lists reflects our commitment to high-quality teaching and research and graduate outcomes.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs. The Campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology Sarawak Campus in June 2004.

The Campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

Faculty of Engineering, Computing & Science / Faculty of Business, Design & Arts

The Faculties currently offer a range of academic courses from undergraduate to research higher degrees. The Faculties support the University's vision, mission, and strategic goals through various academic, professional, and outreach activities.

URL to web pages:	https://www.swinburne.edu.my
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Participation on Committees

Faculty committees as appropriate:

- Faculty Committee
- School Committee
- Course Committee

De facto memberships:

- Academic Board
- Academic Executive Group
- Executive Group

Other committees, boards, working groups etc. as assigned or elected.

Supervision Reporting Relationships

<u>This</u> positions' supervisor / manager	Deputy Pro Vice-Chancellor (Academic) and/or Pro Vice-Chancellor and Chief Executive Officer [PVC & CEO (Sarawak)], or any other person as assigned by an authorised personnel.
Other positions reporting to <u>this</u> position	Heads of School, Associate Deans and Course Directors, or as assigned.

Location

This position is located at the Sarawak campus but the person may be required to undertake duties at any of the University's campuses for limited periods.

SECTION B: Key Responsibility Areas

A Dean is expected to play a leadership role to all activities of the Faculty and play a significant role within their profession or discipline. The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	LEADERSHIP AND STRATEGIC DIRECTION	<ul style="list-style-type: none"> • Provide leadership to the Faculty by devising and implementing strategic directions in accordance with Faculty and University strategies and priorities with particular responsibility to: <ul style="list-style-type: none"> – Develop optimal learning environments for teaching and research – Ensure courses and subjects are delivered to a very high standard and are at least comparable in quality to SUT Australia – Develop research / industry activities and research / consultancy culture – Maintain a staffing profile appropriate to the teaching and research needs of the Faculty through staff development and recruitment – Oversee the development of a coherent research strategy for the Faculty appropriate to its range of disciplines and mission – Deepen and extend cooperation and interaction with the other Faculties and Units • Motivate and inspire staff through example and personal influence in an environment that fosters the acquisition of new skills, knowledge and abilities to enable them to achieve University goals: <ul style="list-style-type: none"> – Recognise personal development needs of academic and general staff and ensure they are encouraged to take part in career development activities designed to improve their performance and enhance their potential – Provide mentoring to support the development of high potential staff, especially to fill pivotal leadership roles. – Ensure adherence to University staffing policies (including performance planning, staff development etc)
2.	ACADEMIC	<ul style="list-style-type: none"> • Provide academic leadership and encourage initiatives throughout the Faculty in all areas of its teaching, research and consulting activities: <ul style="list-style-type: none"> – Ensure the development, maintenance and regular review of a profile of courses of the highest academic standards, including professional accreditation (where appropriate) – Promote collaboration in teaching and research activities throughout the Faculty, between Faculties and between Campuses of Swinburne – Promote innovation and excellence in teaching and learning – Facilitate research activities within the Faculty – Develop strategies in conjunction with the Research Committee Chairperson to maximise acquisition of competitive research funds, resource contracts and consulting projects • Maintain, as far as possible, a personal program of research, teaching or other scholarly and professional activities.
3.	MANAGEMENT, PROCESSES, PROCEDURES AND SYSTEMS	<ul style="list-style-type: none"> • Manage the human and any physical resources of the Faculty: <ul style="list-style-type: none"> – Ensure equitable, transparent and cost-effective allocation of staff workloads in teaching, research and service in accordance with University policy – Be actively involved in human capital planning and recruitment activities of staff members to ensure sufficient resources in supporting the growth of the Faculty in delivering the teaching and learning program requirements as well as research outputs • Ensure the smooth running of the Faculty's academic and administrative functions and maintain effective communications within and outside the Faculty.
4.	QUALITY ASSURANCE	<p>Regularly review and evaluate the performance of the Faculty and take corrective action as required to ensure that agreed standards are met. Key areas of responsibility include:</p> <ul style="list-style-type: none"> • Develop and implement key performance indicators • Benchmark and improve performance against competitors • Ensure that existing Quality Assurance (QA) policies and procedures are followed and to work with both the Director QAE (SUT) and Director QA (SUTS) to ensure continuous improvement in this area • Ensure course accreditations with professional bodies are maintained

KEY RESPONSIBILITY AREAS

5.	RESEARCH	<ul style="list-style-type: none"> • Provide leadership and mentorship for research activities, including, leadership of research leaders and or teams. • Supervision of postgraduate research projects.
6.	BUSINESS AND FINANCE	<ul style="list-style-type: none"> • Take responsibility and be accountable for the Faculty's financial health, managing the Faculty's budget allocation in a transparent and responsible manner in accordance with University strategies and policies. • Develop and implement an approved annual budget for the Faculty within University guidelines: <ul style="list-style-type: none"> – Develop and approve annual budgets of any separate cost centres within the Faculty – Contribute to preparing Faculty financial targets, and developing strategies to meet those targets • Ensure Faculty staff work within financial best-practice guidelines. • Develop and implement strategies for increasing self-generated revenue within the policies and guidelines of the University. • Create an environment that values and encourages entrepreneurship in staff and students, and that ensures risks are well managed.
7.	ACADEMIC EXCELLENCE	<ul style="list-style-type: none"> • Conduct learning and teaching delivery with excellence. • Oversee development of and responsibility for curriculum / course of study. • Foster a culture of teaching excellence and innovation. • Foster a culture of high quality and high impact research. • Foster a proactive culture of activity/initiative/project initiation and a strong sense of activity/initiative/project ownership.
8.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Facilitate the establishment and promotion of OHSMS policy and objectives to enhance the effectiveness of OHSMS through directing the execution of OHSMS improvement plans as well as ensuring the implementation of safe work system and adequate provision of resources to fulfil OHS requirements and objectives.
9.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
10.	OTHER DUTIES	Any other duties as and when required by the Deputy Pro Vice-Chancellor (Academic); and/or PVC & CEO (Sarawak); or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

The application should include a separate document addressing each element of the Key Selection Criteria, describing with evidence, how the applicant fulfils the essential and highly desirable criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • A national or international reputation in an area relevant to the activities of the Faculty • Excellent academic and professional qualifications appropriate to appointment at professorial level including a PhD or equivalent qualifications and research experience in a relevant discipline • Excellent strategic, analytical and conceptual skills, together with the proven ability to devise and implement strategic plans in a complex organisational environment • Proven ability to effectively manage significant human, physical and financial resources in a devolved management structure • Demonstrated ability to work in a team environment and establish a co-operative approach with other senior members of the organisation • Proven high level interpersonal and communication skills with demonstrated ability to foster good relationships with all constituencies within an organisation, with industry, governments and the community • Demonstrated experience in monitoring and evaluating programs and meeting Government reporting requirements 	Essential
2.	<ul style="list-style-type: none"> • Extensive experience at successfully managing academic programs and strategic research • A proven record in devising and implementing innovative approaches to teaching and learning, including the application of new technologies • Substantial successful senior management experience within the higher education and/or business sectors • Commitment to the advancement of co-operation between the Faculties and Units • Experience in the initiation and development of entrepreneurial ventures 	Desirable
3.	<p>Capabilities:</p> <p>(i) <i>Demonstrated ability to:</i></p> <ul style="list-style-type: none"> • lead, mentor and motivate staff • manage a complex workforce consisting of full time (tenure and contract) and part time staff • measure and analyse performance through KPIs • implement performance improvement processes • identify key research and educational opportunities • initiate, and foster participation in collaborative research programs • performance of daily administrative activities required of the Faculty • foster and lead teaching and delivery excellence by example • influence broader social, political and business networks in order to position the University favourably in the community and business environment • undertake entrepreneurial initiatives (including innovative research activities) • contribute as a key member of the Unit to the overall management of the Unit <p>(ii) <i>Deep understanding and knowledge of:</i></p> <ul style="list-style-type: none"> • education, financial and research structures • Government policy on curriculum development and administration in post-secondary education to the Malaysian circumstance • the interface between post-secondary education, employers and the wider community • the research, education and development needs of the state and national business community, and opportunities for SUTS • the mechanisms and processes through which a University attracts growth in research / consultancy funds • quality enhancement and assurance processes and their effective implementation 	Desirable

Further Information:

Further information is available from Human Resources at fax +60 82 260 821, email careers@swinburne.edu.my

Applications:

Your application should include a detailed CV indicating qualification, experience, and other matters considered relevant to the application. An honest attempt should be made to reveal all important information relevant to your suitability for the position sought. The CV should include information on work related areas such as your visa and work status in Sarawak, Malaysia. *The application must also include a **separate document addressing each applicable element of the Key Selection Criteria*** (as listed in Section C above).

The University has a policy requiring successful applicants to produce evidence of all formal qualifications prior to commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name :
Date :
Signature :