POSITION DESCRIPTION

Position Title: Deputy Vice-Chancellor (Academic and Student Life)
Level: Senior Executive
Department: Vice-Chancellor’s Unit

Primary purpose of the position:

As an integral member of the senior executive, the Deputy Vice-Chancellor (Academic and Student Life) contributes to the overall strategic planning and leadership of UOW, in supporting the Vice-Chancellor and Council to achieve the University’s strategic aims.

The Deputy Vice-Chancellor will develop plans and set priorities and targets specific to their portfolio for the university to meet the goals and objectives of the university’s strategic plans and overall strategy.

The Deputy Vice-Chancellor will provide senior executive leadership and direction for their portfolio and the University and actively contribute to the university’s broader decision-making and policy development.

Position Environment:

The University of Wollongong (UOW) is a leading Australian university with a history of outstanding achievement in teaching and learning, research, and community engagement. It attracts students from more than 130 countries and is fundamentally committed to providing our diverse body of students with an engaging world-class learning experience. The success of this commitment is demonstrated by outstanding results in preparing students for the challenges of future study and workplace environments. The University has a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade. UOW has forged strong links with the communities in which it operates. It is a major driver of regional development and one of the largest non-government employers in the Illawarra. It also enjoys active partnerships with nearly 300 other universities in research, teaching and exchange, and has built solid relationships with major corporations, organisations and government bodies around the globe.

Major Accountabilities/Responsibilities:

Deputy Vice-Chancellor University Accountabilities/Responsibilities:

1. Provide executive leadership in the development of the strategic direction and planning for UOW as part of the senior executive team.
2. Provide executive leadership across the University in creating an environment for continual innovation and embracing opportunity.
3. Enhance the University’s performance and reputation as the key member of the Senior Executive Group.
4. Work collaboratively with other members of the Senior Executive and Executive Deans in developing University targets.
5. Advance the principles of equity, diversity and inclusion.
6. Other duties as directed by the Vice-Chancellor.
7. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.

Principal Portfolio Accountabilities/Responsibilities:

1. Effective delivery of the University’s strategic goals relating to learning and teaching, student support, student equity, and the student experience with faculties.
2. Strategic and timely advice and report on areas of responsibility and related priorities and projects to the Vice-Chancellor, University Council and the Senior Executive.
3. Effective collaboration with members of the Senior Executive, and leaders at all levels across the university, as well as colleagues in UOW Global Enterprises and UOW Pulse, to position UOW as a leader in higher education and student experience.
4. Executive leadership in innovation, development and quality delivery of the education portfolio and student experience at UOW.
5. Executive leadership in the development, implementation, and continual review of the University’s policy framework concerning education and student matters.
6. Quality assurance and regulatory compliance of education provision at UOW, including measuring and benchmarking performance in teaching, student experience, and graduate outcomes.
8. Manage and/or participate in academic and performance reviews as required.
9. Lead the development of submissions for government funding sources to support education, student equity, and student experience activities at UOW.
10. Guide a program of course review, academic programming and digitalisation of both business processes and foster an innovative program of digital and immersive learning.
11. Promote initiatives around student recruitment, admissions and ancillary activities, aimed at enhancing and ensuring fit-for-purpose systems and processes.

University Committee Membership for Deputy Vice-Chancellor

Chair and/or participate as a member of University Committees as directed by the Vice-Chancellor. These currently include, but are not limited to:
   a. University Executive
   b. Academic Senate
   c. University Promotion Committees
   d. University Education Committee
   e. University Leadership Group

Reporting Relationships:

<table>
<thead>
<tr>
<th>Position Reports to:</th>
<th>Vice-Chancellor and President</th>
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<tbody>
<tr>
<td>The position supervises the following positions:</td>
<td>Directors of following Divisions:</td>
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<tr>
<td></td>
<td>* Learning, Teaching &amp; Curriculum</td>
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<td>* Library</td>
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<td>* Future Education</td>
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<td>* Student Administrative Services</td>
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<td>* Student Life</td>
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<td>* Future Students and Outreach</td>
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Key Relationships:

<table>
<thead>
<tr>
<th>Internal Contact/Organisation</th>
<th>Purpose &amp; Frequency of contact</th>
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</thead>
<tbody>
<tr>
<td>University Council</td>
<td>As required</td>
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<tr>
<td>Vice-Chancellor</td>
<td>Regularly</td>
</tr>
<tr>
<td>UOW Senior Executive Members</td>
<td>Regularly</td>
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<tr>
<td>Academic Senate</td>
<td>Regularly</td>
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<tr>
<td>Chair and Members of Advisory Committees</td>
<td>As required</td>
</tr>
<tr>
<td>Executive Deans</td>
<td>Frequently</td>
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<tr>
<td>Directors and Senior Managers</td>
<td>Frequently</td>
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<table>
<thead>
<tr>
<th>External Contact/Organisation</th>
<th>Purpose &amp; Frequency of contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Officials (International, Federal, State and Local)</td>
<td>Regularly</td>
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<tr>
<td>Counterparts in Higher Education Institutions</td>
<td>As required</td>
</tr>
<tr>
<td>Other Educational Experts</td>
<td>As required</td>
</tr>
<tr>
<td>Business and Community</td>
<td>As required</td>
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SELECTION CRITERIA:

- Demonstrated strategic leadership skills including the ability to conceptualise and realise strategic directions.
- Comprehensive understanding of current political, social and economic issues affecting higher education in Australia and internationally.
- Thorough understanding of the complexities and challenges of learning, teaching, service delivery, student support and student experience in a complex higher education institution.
- A deep understanding of contemporary approaches to learning and teaching and student support, including the use of technologies to innovate curriculum and service delivery.
- Expert knowledge of standards and quality assurance of learning and teaching.
• Outstanding interpersonal skills including the ability to develop and promote effective relationships internally and the ability to relate confidently and credibly to a wide range of external people including government, industry and local communities and constituents.

• A PhD (or equivalent) in a relevant field or a combination of undergraduate and post graduate qualifications with significant leadership experience in higher education, and a strong track record of achieving effective and innovative teaching and learning, research and scholarly activities in their areas of expertise.

• A strong track record in executive management in a higher education environment including formation of high-level strategies with a focus on contributing to organisational goals, in a large organisation or similarly complex environment.

• Extensive experience in the effective management of senior leaders including performance management and development.

• A capacity to work collaboratively and respond to the needs of a diverse range of stakeholders.

• Ability to influence others and bring about change in a complex collegial environment.

• Ability to create and communicate a vision and inspire in others a sense of direction and purpose.

**Personal Attributes:**

• Has a ‘can do’ and practical approach, commits to action and takes responsibility for driving outcomes.

• Possess an accessible, visible and approachable style.

• Ability to create an engaging environment where people have meaningful opportunities to contribute, grow and develop.

• Maintains professional credibility by modelling high standards of academic and professional expertise.

• Strong identification with UOW’s vision, mission and core values.

• Is comfortable working in complex situations with ambiguity and is adept at juggling competing priorities and managing multiple issues.

**Special Job Requirements:**

May be required to work outside of standard business hours or across campuses and research partner facilities.

**Roles and Responsibilities in Relation to Workplace Health and Safety:**

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

*All Staff*

• Take reasonable care for your health and safety as well as others.

• Comply with any reasonable instruction by the University.

• Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.

• Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).
• Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
• Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
• Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
• Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the Roles And Responsibilities for WHS and WHS Management System.

**Inherent Requirements:**

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.