

## POSITION DESCRIPTION

<b>Position Title</b>	Deputy Head, School of Education Vic - Ballarat		
<b>Organisational Unit</b>	Faculty of Education and Arts		
<b>Functional Unit</b>	School of Education Vic - Ballarat		
<b>Nominated Supervisor</b>	National Head, School of Education		
<b>Career Pathway</b>	Leadership and Service		
<b>Classification</b>	Academic Level C/D		
<b>CDF Level</b>	CDF <sub>2</sub> L	<b>Position Number</b>	10611584
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	23-MAY-2023

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

## **ABOUT THE FACULTY OF EDUCATION AND ARTS**

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The Faculty of Education and Arts hosts the National School of Education, the National School of Arts and Humanities, and two vibrant, multidisciplinary research institutes: the Institute for Learning Sciences and Teacher Education, and the Institute of Humanities and Social Sciences, as well as the Australian Centre for the Advancement of Literacy. The Faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of history, politics and sociology.

Operating across our campuses in Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield, Blacktown and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the Faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

## **ABOUT NATIONAL SCHOOL OF EDUCATION**

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The National School of Education is the largest provider of initial teacher education in Australia with a strong reputation for its high quality, work-ready graduates. Adding to its traditional strengths in early childhood, primary and secondary initial teacher education, the National School of Education's disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, the arts, science and technology, educational studies, teacher professional practice, assessment, educational leadership, Indigenous education, and wellbeing and inclusive education. These disciplines are evidenced both in the undergraduate programs and through its extensive postgraduate coursework programs with strong enrolments. The School also has a large number of students undertaking higher degree study through its PhD and EdD programs.

### **LEARNING AND TEACHING**

The Faculty of Education and Arts offers highly flexible national, online and multimodal programs where students can discuss, debate and analyse in virtual classrooms. Students have opportunities to address real situations through professional and community experiences. It is recognised not only for its supportive and nurturing learning environment, but also for its ability to prepare graduates who think critically, who are guided by social justice principles and are highly valued by the professions. Adding to its traditional strengths in primary and secondary teacher education, the education disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, assessment, educational leadership, religious education and wellbeing and inclusive education. The Arts disciplines prepare graduates to be critical thinkers and global citizens. The disciplines include Creative Arts, Humanities, International Development and Global Studies and the Social Sciences.

## **POSITION PURPOSE**

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The Deputy Head of Ballarat and Regional VIC provides dynamic academic leadership in the National School of Education located on the Ballarat campus. The role supports the National Head of the School of Education to effectively coordinate, communicate and implement the Faculty/University strategic priorities to revitalise and strengthen ACU's profile through the establishment of networks with key stakeholders in teacher education.

The position will focus on business development and innovation to ensure effective and quality stakeholder engagement to promote sustainable revenue generation and revenue diversification initiatives aligned with the Faculty's strategic plan. The Deputy Head is expected to actively engage with communities, special interest groups and key stakeholders to develop partnerships and networks that support the development of pre-service teachers as

well as teacher education practitioners in the field.

The Deputy Head will assist the National Head of School in the management and supervision of the academic team based in the Ballarat campus. This includes the effective implementation of academic administrative tasks and responsibilities to ensure successful delivery of learning and teaching (on-campus, virtual and multi-mode), resource planning and capacity building of Ballarat staff. Furthermore, the Deputy Head will support marketing and promotional initiatives and maintain positive student learning experiences. The Deputy Head will be expected to teach across a limited number of general education units that fit within the workload allocation. The appointee is encouraged to maintain their own scholarship and professional work in a relevant Faculty discipline.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- Learning For Life Framework 2014-2017
- [ACU Teaching Criteria and Standards Framework](#)
- Research Quality Standards
- [Academic Performance Matrices and Evidence Framework](#)
- [ACU Capability Development Framework](#)
- Minimum Standards for Academic Levels (MSALs)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching
- Curriculum Development and Scholarship of Teaching
- Research

- Academic Leadership/Service

Responsibility	Broad Area of Academic Activity
<ul style="list-style-type: none"> <li>• Strategic Leadership role within the faculty and school to implement the new strategic plan for regional Victoria.</li> <li>• Leadership role in regional Victoria, to grow the partnerships with the local Catholic Dioceses, Catholic Schools and Independent and State Schools and State regulators.</li> <li>• Key leadership of the implementation of the school's courses and programs including contributing to quality assurance.</li> <li>• Seek new ways to deliver courses that will grow the market in regional Victoria.</li> <li>• Contribute to the performance of the school in relation to Learning and Teaching, and Research.</li> <li>• Supervise Health and Safety requirements through formal supervision of staff located on their campus or satellite sites.</li> <li>• Contribution to the financial management of the regional area through planning and project budgeting needs of the school.</li> <li>• Collaboration with School leadership to ensure efficient management and staffing of courses, student professional experience placements, student satisfaction, retention, resources, academic staff and supporting professional staff and services on campus and satellite sites.</li> <li>• Contribution to the development of new courses through ACU Online to meet the needs of regional Victorian students.</li> <li>• Develop and sustain new strategic partnerships in line with NSE strategic plan.</li> <li>• Travel to relevant meetings/workshops to build new partnerships in line with the NSE strategic plan.</li> <li>• Support the DNHSOE and NHSOE with priorities that build the reputation of NSE and contribute to increased student applications for education courses.</li> <li>• Scheduling and staffing of units on Ballarat and Regional VIC campuses.</li> <li>• Provide advice on how to best implement the NSE strategy on Ballarat and Regional VIC campuses.</li> <li>• Enacting the equity implementation plan.</li> <li>• Contribute to the teaching of a limited number of units as required and within workload.</li> </ul>	<p>Teaching/curriculum development/scholarship of teaching</p>

Responsibility	Broad Area of Academic Activity
<ul style="list-style-type: none"> <li>• Undertake an active scholarship/research agenda appropriate to the nature of the position, leading to grants and publications.</li> <li>• Leadership and mentorship across the faculty in research and scholarship, development of research teams, and achieving research outcomes consistent with research and publication performance indicators.</li> <li>• Supervision of postgraduate higher degree research students.</li> <li>• Development of successful research grant proposals and leadership of projects of high quality and impact in the relevant discipline area that aligns with the faculty's research program.</li> <li>• Promotion and dissemination of research activities and outputs, nationally and internationally with particular attention to key stakeholder groups in education.</li> </ul>	Research
<ul style="list-style-type: none"> <li>• Academic leadership in course and unit review and development in a range of teaching modes.</li> <li>• Contribute collegially to the work of school, faculty and university through active participation in academic activities including meetings, participation in committees and active involvement in events including open day and graduation.</li> <li>• Develop and maintain relationships with external organisations and community engagement partnerships.</li> </ul>	Academic Leadership and Service

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - PhD or Doctorate in education in a related field or commensurate experience and qualifications.</li> <li>• Experience - Demonstrated capacity for innovation and high-quality and effective approaches to teaching in pre-service and post graduate teacher education courses.</li> <li>• Experience - Demonstrated capacity in the integration of ICT and teaching and learning and the application of learning technologies to a range of teaching modes, including the development of online learning, as well as managing and leading students in online delivery.</li> <li>• Knowledge - Demonstrated understanding of the nexus between teaching, scholarship of teaching and research.</li> <li>• Experience - Demonstrated capacity to deliver stakeholder centric service in the undertaking of academic administration in relation to the duties of the position and the ability to contribute to the leadership, administration and management of academic courses.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Experience - Demonstrated experience with research, publications and grants.</li> <li>• Knowledge - Demonstrated understanding of teacher education and the needs of teachers and pre-service teachers in the Ballarat and regional areas.</li> <li>• Experience - Demonstrated leadership of change management and the implementation of new strategic priorities in an education organisation.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with children and vulnerable adults check</b>	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

