

Job Description

Academic Director

September 2021

Context

UWA College is The University of Western Australia's own pathway course college.

The college itself is operated and run under contract to the University by INTO University partnerships.

INTO University partnerships is a global provider of pathway programme in partnership with 24 other Universities in both the UK and US.

Reporting line

The role reports to the UWA College Director.

Job dimensions

As a member of the academic UWA College Senior Management Team, you will support the UWA College Director in the delivery of the academic strategic and operational objectives of the College. In addition to your key accountabilities, you will demonstrate role model behaviour and organisational compliance. You will be required to deputise for and to represent the College Director as needed.

You will have overall responsibility for all aspects of academic quality and teaching delivery, including the effective management and development of teaching and resource, excellent student experience and motivational staff leadership, whether face to face or digital learning. There will be a substantial liaison function with external and internal stakeholders, in particular staff within the University of Western Australia.

To manage a team of Programme Managers and academics.

Key accountabilities and duties

Strategic Responsibility

- Liaise with key stakeholders at UWA, including senior staff (e.g. Deans, Heads of School, Programme Directors, Admissions office, International office), with other appropriate bodies

and within the INTO company. Some relationships may also need to be developed with other external stakeholders.

- Maintain good relationships with all Stakeholders acting as a positive ambassador for UWA College.
- Provide the College Director with advice and support on all academic matters in light of commercial imperatives and financial targets as required.
- Contribute to the development and communication of College plans.
- Promote and act as a role model for the delivery of an excellent customer and stakeholder experience.

Academic Leadership

- Provide effective management of quality inclusive teaching and learning to give students the best opportunity to maximise their academic potential and progress to their choice of study at UWA, whether face to face or digital learning.
- Ensure that all necessary strategies, policies and procedures are in place to assess and report on student performance and progression to key stakeholders.
- Develop, lead and co-ordinate face to face and digital teaching programmes and teaching resource in the most efficient and effective way (particularly with reference to curriculum review, timetabling, assessments and staff deployment) with an understanding of the College's commercial targets, the maximising of student progression and optimum student satisfaction levels.
- Liaise with UWA on validation and accreditation processes, and in ensuring QA policies are followed to maintain educational oversight and compliance with all relevant regulatory bodies, e.g. TEQSA.

Leading and Managing

- Create an academic organisational structure that reflects the College goals and values, and enables the management of systems, structures and processes to work effectively in line with legal requirements, corporate requirements and budget.
- Provide dynamic, consistent and motivational leadership for the academic team and its employees, ensuring the successful delivery of the vision and objectives of the College.
- Promote best practice in all aspects of work, championing role model behaviour and delivery to maximise customer service.
- Ensure academic activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- All of the above apply to both face to face and digital modes of delivery.

People Management

- Maintain and develop a strong, cohesive and productive Academic Team, whose members have clear roles and responsibilities, and high expectations of performance.
- Recruit, retain, develop and deploy staff appropriately and assist in managing their workload to achieve the goals of the College.
- Oversee the management, development and retention of high calibre and competent employees.
- Manage the performance and development of all academic and academic related staff within the College; as appropriate.
- Lead the recruitment, induction, development and performance management of teaching and academic and support staff, as appropriate.
- Develop, communicate and implement key policies and decisions.
- Provide staff with on-going support and guidance with regard to programme goals, curriculum, materials and methodology.

- Manage the process of management, developmental and peer class observations with appropriate individuals and ensure that these are carried out on a regular basis.
- Promote a collaborative working environment to maintain and enhance the quality of the student learning experience and the overall teaching-learning environment.
- Ensure that the Academic Team develops high employee engagement with an environment of fairness, equality, diversity where employees are respectful of each other and responsible for their contribution to a positive work environment.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Acknowledge others accountability, celebrates and recognises achievements and success.
- All of the above apply to both face to face and digital modes of delivery.

Finance

- Deploy resources optimally in line with budget constraints.
- Seek efficiency and optimisation of resources without compromising quality, to maximise profitability whilst maintaining quality.

External Relationships

- Effectively engage with the regional sales team and the marketing team to ensure that quality students are enrolled in an effective and timely way, maximising the potential revenue of the College through best practice student recruitment processes and branding.
- Effectively engage with and contribute to fulfilling the contractual agreements.
- Effectively network and manage relationships within INTO University Partnerships (IUP) and University stakeholders, agents and other key internal and external stakeholders.
- Ensure that regular communication processes are in place to keep employees, students, parents, and IUP stakeholders fully informed of relevant matters, strategic and operational.
- Create and maintain an effective partnership with parents as appropriate and support and improve students' achievement, engagement and personal development.
- All of the above apply to both face to face and digital relationships.

Pastoral Leadership and Wellbeing

- Be committed to supporting and promoting the highest standards of welfare for the students liaising with the Student Services team so that safeguarding is central to the College's way of operating.
- Ensure that the pastoral care and wellbeing of students remains at the heart of all the College's undertakings and meets the business, students' and parents' expectations.
- Build a culture and curriculum that takes account of the diversity of students.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.

We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The role is based in Perth. Travel within Australia and abroad may be necessary and flexibility is required to meet the demands of the role, including occasional weekend working. The role holder may be reasonably required to work from any INTO or partner location at any time.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

All applicants who are offered employment will be subject to a National Police Certificate before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for person specification...

Person specification

Education and qualifications	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Eligibility to work and travel freely to and from Australia. 	
Education/Qualifications	<ul style="list-style-type: none"> Postgraduate qualification or equivalent. Appropriate teaching qualification. Academic credibility with key stakeholders. 	<ul style="list-style-type: none"> Relevant recent professional development that prepares the applicant for this role;
Leading, learning and organisational development skills/knowledge	<ul style="list-style-type: none"> Relevant experience of working in the HE/FE sector leading and managing a digital learning and teaching team. Relevant experience of working in the HE/FE sector in a senior, leadership position with a record of achievement. Successful and relevant experience of leading and managing both teaching and ancillary staff in a residential environment, providing a culture of effective learning in the broadest sense. Experience of being responsible for significant size budgets. Good understanding of the needs of international students. Experience of deploying and managing resources effectively. Experience of managing and implementing major change initiatives. Experience and evidence of effective leadership and management with participative and inclusive 	<ul style="list-style-type: none"> Experience of running successful partnerships with external organisations. Experience & knowledge of student welfare, including emotional and social development. Human Resources especially recruitment and retention and relevant employment law. Personal familiarity with the challenges of language learning and/or of living in a foreign country.



	<p>style and with the ability to motivate, influence and inspire colleagues, employees, students and other key stakeholders.</p> <ul style="list-style-type: none"> • Evidence of leading and delivering excellent student experience and customer service and creating high employee engagement. • A strategic and innovative thinker with the vision to develop long and medium-term strategies for the College. • Commercially astute, with the ability to reconcile the twin imperatives of delivering quality programmes and working in a for-profit organisation. • Has a good understanding of the ideal learning environment for students. • Has a good knowledge and understanding of Curriculum planning, Performance Management and Coaching; Student Support, Financial Planning. • Evidence of working within a regulated educational business and leading teams through external and internal inspections. • Experience of best practice in a student service environment. 	
<p>Personal Skills</p>	<ul style="list-style-type: none"> • Values and empathises with diversity and the unique place and recognises the contribution every individual makes to the College community. 	



	<ul style="list-style-type: none">• Values are very student centred, with a strong drive to improve the life chances and outcomes for young people particularly international students.• Committed to academic excellence and ensuring that every student has the best possible student experience in the broadest sense.• Influences and motivates others to maximise their potential.• Excellent communication Skills (oral and written) with the ability to communicate effectively with a wide range of audiences and adjust style accordingly.• Leads by example in role modelling and embedding excellent student and customer service.• Fosters an open, fair and equitable culture that inspires, builds trust and manages conflict.• Gives and receives effective feedback and acts to improve personal and organisational performance.• Maintains sound judgement and decision making.• Competent IT and analytical skills.• Committed and responsible for promoting and safeguarding the welfare of children and young adults.	
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