

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Academic Dean		
<b>EMPLOYMENT MODE:</b>	5 Year Fixed-Term	<b>EMPLOYMENT TYPE:</b>	Full-time position 76 hours per fortnight
<b>LOCATION:</b>	Wollongong		
<b>AWARD CLASSIFICATION:</b>	Associate Professor (Level D) or Professor (Level E)		
<b>SALARY:</b>	To be negotiated		
<b>REPORTING RELATIONSHIP:</b>	Reports to the President		

### PRIMARY POSITION PURPOSE

Supporting innovation, quality, and growth, the Academic Dean is responsible for providing strategic administrative leadership and comprehensive oversight of academic programs. This includes developing and implementing new academic initiatives, evaluating and refining existing curricula, and ensuring that programs meet accreditation standards and institutional objectives.

The Academic Dean is also tasked with implementing the Research Strategy to build the Institute's scholarly reputation, such as fostering interdisciplinary research collaborations, securing research funding, and promoting faculty publications.

To excel in this role, the Academic Dean must demonstrate strong people management skills by conducting regular performance reviews, facilitating professional development opportunities, and ensuring academic staff actions align with institutional goals.

In addition, the Academic Dean supports and advises the President on operational and financial matters relevant to the academic portfolio, such as budgeting, resource allocation, and policy development.

Success in this role will be demonstrated by improved research output, enhanced program quality, and increased faculty engagement, reflecting a positive impact on both the academic community and the Institute's reputation.

### CRITICAL COMPETENCIES

1	<b>Leadership</b>	Aligned with the mission and values of Nan Tien Institute. <a href="https://www.nantien.edu.au/about-us/mission-vision-and-values/">https://www.nantien.edu.au/about-us/mission-vision-and-values/</a>
2	<b>Academic Curriculum Development and Evaluation</b>	Ability to lead program and subject development at Undergraduate and Graduate level in accordance with the AQF. Ability to utilise a range of evaluation approaches to assess the success of programs and teaching while implementing timely improvements.
3	<b>Management of Staff</b>	Heads of Programs and Academic staff, including the provision of guidance, mentoring, and career development while fostering a positive work environment.

4	<b>Strategic and operational planning and execution</b>	Develop a clear strategic direction for academic programs for the Institute, in alignment with the NTI Strategic Plan. Ensure that Academic, Research, and Learning and Teaching Plans are clearly articulated and up to date. Drive the implementation of strategy with regard to Academic matters and provide regular reporting to the Academic Board and the Board of Directors as required.
5	<b>Academic Quality Assurance</b>	Develop and monitor quality assurance procedures for academic programs within the Institute. Regularly monitor and review for compliance with regulatory bodies. Provide annual audit documentation as required (e.g. TEQSA & ESOS).
6	<b>Research and Scholarship</b>	To foster a culture of high-quality research and scholarship, informed by Nan Tien Institute's values, with positive social impact through applied engagement. Increase capacity for research activity through seeking opportunities for external funding and collaboration.
7	<b>Student Learning Experience</b>	Lead the development of quality learning experiences informed by evidence-based principles of contemplative education, aligned with the values of Nan Tien Institute.

### Major Responsibilities

- Provision of academic and administrative leadership and oversight of the academic programs and staff.
- Contributing to the strategic planning of the Institute.
- Develop and implement a strategy of research and scholarship.
- Advising the President on matters relevant to the Academic portfolio and the Dean's delegations, including academic workforce plans and development.
- To serve as Acting President when the President is on leave, and to act as a delegate for the President if required.
- Establishing and maintaining healthy relationships with staff, students and alumni.
- Contributing to the teaching program of Nan Tien Institute and fulfilling the responsibilities of a Head of Program if required.
- Managing the relationship with TEQSA on academic matters and assisting the President in working with other external regulatory bodies.
- Ensuring the academic budget as approved by the Board of Directors is managed responsibly and strategically.
- Chairing key academic committees, including the Education Committee.

### General Employee Responsibilities

- To fulfil the role responsibilities in good faith.
- To establish and maintain positive work relationships with colleagues.
- To engage positively in interactions with students.
- To behave and act in a manner consistent with the NTI Code of Conduct.
- Undertake the responsibilities of the position adhering to:
  - Equal opportunity and anti-discrimination legislation and requirements.

- Workplace Health & Safety (WHS) legislation and requirements; and
- Institute requirements for record keeping.

### **Selection Criteria**

1. Demonstrated commitment to the values of the Nan Tien Institute as applied in academic leadership, teaching, and service.
2. A PhD in a discipline relevant to or cognate with Nan Tien Institute teaching areas.
3. Proven ability in academic leadership and management.
4. Demonstrated success in designing and developing high-quality curriculum and courses at undergraduate and postgraduate levels, with experience in educational evaluation to support incremental improvement.
5. Demonstrated successful teaching at graduate level, face-to-face and online, including research supervision.
6. Demonstrable understanding of budget management in the Higher Education context, with specific examples such as managing departmental or project budgets.
7. Experience in managing academic staff successfully to support quality, productivity, and collaboration, including team leadership or project coordination.
8. Excellent interpersonal, written, and oral communication skills, demonstrated through presentations, publications, or collaborative projects.
9. Demonstrated track record of scholarship in at least one area relevant to the mission of Nan Tien Institute.
10. A strong record of service in Higher Education, such as serving on governance committees or participating in external engagement activities.
11. Understanding of relevant legislation governing Higher Education, and the application of Equal Opportunity, anti-discrimination legislation, WHS policies, and organizational Code of Conduct policies, together with appropriate record-keeping.