



## **POSITION DESCRIPTION EXECUTIVE DEAN, BOND BUSINESS SCHOOL**

### **ORGANISATIONAL RELATIONSHIPS**

The Executive Dean is both a Senior Manager of Bond University and the Bond Business School, reporting directly to the Vice-Chancellor.

The Executive Dean may also be required to undertake other duties from time to time, at the discretion of the Vice-Chancellor.

### **BUSINESS SCHOOL POSITION**

The Executive Dean is leader of the Business School and carries out the responsibilities delegated by the Vice-Chancellor for the management and strategic development of the academic and administrative affairs of the University at the Business School level. The Executive Dean has specific responsibilities for the leadership of the Business School in terms of its performance, financial performance, staffing, ethics, teaching, research and general scholarship activities, and for leadership in furthering the Business School's mission and inspiring a research culture.

### **UNIVERSITY WIDE PURPOSE**

This position is first and foremost with Bond University. Although this position is described as operating within a Business School of the University, it is a fundamental requirement of the position that the best interests of the University must be the priority at all times.

### **KEY RESPONSIBILITIES**

Having regard to the aims and objectives of Bond University, the Executive Dean has particular responsibility as follows:

#### **1. University Management**

- Make a substantial contribution to the University's overall strategic and business planning and development by identifying priority initiatives and developing new and innovative thinking about achievement of the University's aspirations;
- Be responsible for the effective and efficient operation of the University, along with other Senior Management members;
- Provide active and constructive input to the University Management Committee (UMC);
- Liaise with Executive Deans, the Provost, Registrar, Vice Presidents, Directors and other key University staff in relation to policy and operational issues;
- Work to continually enhance the quality and reputation of Bond University and the Business School;
- Operate within an agreed strategic plan for the University and for the Business School;
- Exhibit a clear understanding of and support for the development of academic excellence in the areas of teaching and research;
- Play a leading and critical role in working with all academic and administrative staff to sustain and enhance the Bond vision of innovation and excellence;  
Play a key role in supporting the development of new academic products and programs
- Participate in University-wide projects or Committees as required by the Vice-Chancellor.

## **2. Business School Leadership**

- Be responsible to the Vice-Chancellor for the leadership of the Business School, including the effective management of the Business School's activities in order to achieve strategic and annual business planning objectives;
- Provide the vision for the Business School that reflects the Bond University ethos and culture;
- Develop, coach and maintain an effective Business School management team;
- Take responsibility for the efficient and effective allocation of resources within delegation;
- Manage financial budgets, contribute to revenue generation, and apply prudent management to expenditure within policy and delegation;
- Develop, maintain and enhance strong working relationships within the Business School, mediating differences and recognising achievement;
- Work to enhance the marketing and promotional initiatives of the Business School products and programs to the local, national and international markets, in co-operation with the responsible manager;
- Work with academic and administrative staff to develop the overall efficiency and effectiveness of the Business School.

### **ACADEMIC PROGRAM**

- Ensure that internal quality assurance processes are established and maintained to achieve and maintain high standards in curriculum, pedagogy, course assessment and research;
- Develop, implement and review the Business School's academic plans, within the overall context of the requirements of the University's Council, Academic Senate and the Business School's mission;
- Systematically review academic programs, structures and regulations and implement changes in a timely manner;
- Be responsible for students within the Business School, ensuring that the Business School and the University discharge their academic and administrative functions, particularly those directed towards student education, student experience and welfare needs;
- Be responsible for ensuring that policies and procedures within the Business School conform to the requirements of University policy, industrial awards / agreements and / or resolutions, directions and policies made by the University;
- Participate in staff counselling, performance management and general management issues.
- Continually drive innovation and new product development.

### **BUSINESS SCHOOL PERFORMANCE**

- Develop an annual business plan for the Business School, including key performance indicators;
- Monitor and report on performance against objectives and key performance indicators;
- Develop initiatives to attract and retain students across the product range.

### **STAFF MANAGEMENT**

- Develop an ideal staffing profile and work consistently to achieve that profile over time;
- Contribute to initiatives that attract and retain staff, including the oversight and management of staff appointments, performance reviews, promotions and salary reviews within University procedures;
- Regularly monitor and control workloads, leave accruals and leave liabilities;
- Encourage and motivate excellent performance in both academic and administrative staff, including fostering the professional development of academic and administrative staff;
- Drive change management initiatives as required;
- Lead, respect and apply principles of equality, diversity and inclusion;

- Conform to Equal Employment Opportunity principles;
- Ensure Business School compliance with University policies / procedures and legislative requirements, (e.g. award and agreement obligations, occupational health and safety and equal employment opportunity).

## **BUSINESS SCHOOL BUDGET AND RESOURCES**

- Assume responsibility, along with other senior staff members, for guiding the University to achieve the University budget each calendar year;
- Be fully responsible and accountable for managing the Business School as a profit centre within a participative budgetary environment, ensuring that Business School teaching, research and administration activities are carried out within budget and resources;
- Be responsible for strategic and operational budgetary activities within the Business School;
- Play a key role in helping to identify and bring in funds to the Business School from external sources, including consulting and research opportunities;
- Present to the Vice-Chancellor the budgetary and resource needs of the Business School through annual business planning processes.

## **GOVERNANCE AND DELEGATED POWERS**

- Chair the Business School Meetings;
- Attend University committees as required;
- Report to University Council on an annual basis.

## **INTERNAL AND EXTERNAL ENGAGEMENT**

- Ensure that the interests of the Business School and the University are represented and served, in external contacts, including the community, outside agencies, alumni and other organisations;
- Facilitate effective co-operation between the Business School and other units in the University, particularly other faculties and the University's administration.

## **QUALITY ASSURANCE**

- Drive the principles of quality assurance and continuous improvement as they apply at Bond University;
- Demonstrate an ongoing commitment to the Bond University Strategic Plan, University policy and to quality assurance processes.
- Lead various QA reviews including accreditation attainments.

## **CULTURAL SENSITIVITY**

- Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.
- Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

## **WHS RESPONSIBILITIES**

- Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.
- All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.

- Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

### **3. Performance Standards / KPIs**

- The Business School operates effectively; staff feel supported and have a clear sense of the Business School's overall direction and objectives.
- Fast resolution of staffing issues, within established protocols.
- The Executive Dean must lead by example, establishing high levels of credibility both internally and externally.
- The Business School is held in high regard both internally and by the external community.
- The Business School's strategic and annual business plans are achieved in line with stated objectives and key performance indicators.
- Staff capability is enhanced within a climate that fosters and recognises a high level of achievement, including awareness of and compliance with University policies, procedures, relevant work standards and statutory work health and safety obligations. New systems and practices contribute towards making the University environment as safe and healthy as possible.
- The Business School's resources are managed efficiently and according to budget allocations, as agreed through business planning processes. The Executive Dean has ultimate responsibility for ensuring the sound financial management of the Business School's activities.
- The Business School's governance provisions are led effectively. The Business School meets University student and staff profiling policies as set down by the University Council.
- Effective linkages and working relationships are maintained within the University environment. External relationships and advocacy activities contribute positively towards the Business School's business development needs.
- Key performance objectives and ad hoc projects or responsibilities agreed with the Vice-Chancellor are satisfactorily achieved.
- Annual KPIs agreed with the Vice-Chancellor are satisfactorily achieved.

### **SELECTION CRITERIA**

The incumbent is expected to have the following attributes:

- A PhD or equivalent, with a strong record of academic achievement in the discipline;
- Inspired, innovative and entrepreneurially minded leader with a passion for driving excellence and creating new opportunities;
- Extensive strategic and operational management experience to drive the Faculty/School and University objectives and performance across financial, human resources, academic management, decision making, administration, policy, projects, quality assurance and resourcing matters;
- Strong business acumen;
- Capacity to lead a diverse range of programs across an interdisciplinary Faculty/School;
- Demonstrated ability to promote and enhance a culture of excellence in teaching, research and service activities amongst staff;
- The capacity to create, develop and sustain teams that foster innovation, recognition and respect for our academic products, and our curriculum;
- A student centric philosophy and approach to ensure an exceptional educational experience;
- The ability to ensure that our graduates are attractive to respected employers in the industry;
- Excellent verbal and written communication skills along with strong interpersonal skills to develop relationships, motivate and mentor staff to achieve performance objectives;
- Proven ability to establish and foster engagement with external stakeholders along with the demonstrated capacity to represent the Faculty/School and University professionally;
- A strong understanding of the higher education sector at the national and international level and its impact on business, government and industry.