POSITION SUMMARY

The Deputy Head of School (DHOS) will provide high level support to the Head of School in the academic leadership and management of the School, to be an executive member of the School, to lead and manage the strategic direction and overall student education experience of the School and the identified delegate of the Head of School for specific matters as delegated by the HoS or during their absence. The role requires the ability and willingness to work constructively and collegially in support of the strategic and operational direction of the School and Faculty.

Strategy and Planning
The DHOS supports the development and implementation of strategic and operational initiatives as required. Acts as an advisor to the HOS on strategic and planning matters.

Teaching Performance and Student experience
Supports the Head of School in the administration, development and enhancement of the teaching/learning and student experience. Acts as HOS delegate in student and teaching/learning matters as requested.

Operational & Financial management
Delegated authority as acting HOS as required for the day-to-day administration of the School. Contributes to the financial management of the School where relevant.

Staff Development and Management
Supports the HOS in the recruitment, performance management and development of Academic and Professional and Technical staff.

Faculty and School Representation
Serves on committees and boards as required either as an executive member of the School or as a representative of the HOS.
ORGANISATIONAL ENVIRONMENT

Overview of the Faculty/School/Divisional Work Unit

The School is one of the largest computing schools in Australia. It offers undergraduate programs in Software Engineering, Computer Engineering, Computer Science and Bioinformatics, as well as a number of combined degrees with other disciplines. It attracts excellent students who have an outstanding record in international competitions. At the postgraduate level there is a large PhD research program and coursework programs at the Master’s and Graduate Diploma level in Computing and Information Technology and at Graduate Certificate level in Computing.

Statistics

Please refer to the School’s website, located at: http://www.cse.unsw.edu.au/.

Reporting Relationships

Supervisor’s title: Head of School

The Deputy Head of School reports directly to the Head of School to shape and realise the strategic priorities and performance of the School in line with Faculty and University priorities. The academic staff of the School report to the Head of School who is supported by the School leadership team which includes a School Manager, 2 x Deputy Head of School, and Academic Co-ordinators.

Other positions reporting to the supervisor: Academic and Professional staff in the School

Positions reporting to this position: None

Other relationships: The Deputy Head of School will be expected to build relationships with and work effectively with academic, professional and technical staff across the school.

KEY DUTIES & RESPONSIBILITIES

• Support the development and implementation of strategic and operational initiatives as required.
• Acts as an advisor to the HOS on strategic and planning matters.
• Hold delegated authority for the day-to-day administration of the School as required by the HoS.
• Contribute to the financial management of the School where relevant and holding other financial delegations as appropriate.
• Serve on committees and boards as required either as an executive member of the School or as a representative of the HOS.
• Chair and attend meetings in absence of HOS.
• Drafts responses to programs or initiatives as required by Faculty, DVC, VCAC and external bodies.
• Attend the Dean of Engineering Management Committee as required in the absence of the HOS.
• Support the HOS in the administration, development and enhancement of the teaching/learning and student experience.
• Complete the School’s teaching allocation.
• Assist in the development of new courses/programs and program reviews.
• Coordinate the School’s application for Engineers Australia Accreditation in line with Faculty timelines.
- Annual student enrolment planning.
- Delegated authority for approving enrolment variations, special considerations, advanced standing, non-standard enrolments, results, honours programs and prizes.
- Manages escalated student complaints and student welfare issues.
- Coordinates undergraduate / postgraduate administration.
- Implementation of School and Faculty based student focused initiatives in conjunction with learning and teaching committee.
- Development of new courses/programs and program reviews.
- Coordinates associated stakeholder input (staff students, external advisors professional affiliates).
- Coordinate course / subject timetabling & teaching allocations.
- Oversees the Course and Teaching Evaluation and Improvement (CATEI) process.
- Reports on Teaching and Learning indicators as required by the Faculty and University.
- Chair the Schools’ Learning and Teaching Committee.
- Attend the Schools’ Student/Staff Committee.
- Chair the Assessment Review Group.
- Oversee UG and PG Coursework and Industrial Training Coordinator roles.
- Oversee Faculty of Engineering Admission Scheme (FEAS) interviewers for the School.
- Oversee School’s Industrial Training programme.
- Communicate changes in UNSW L&T policies to the school.
- Liaise with CSG on systems requirements for teaching (CMAC).
- Responsible for the drafting and monitoring of the schools’ casual teaching budget.
- Approves casual academic, administrative and casual staff payments.
- Manage coursework scholarship budget and allocation including school prizes.
- Overview of the ongoing professional development of academic staff in the areas of teaching, including; staff recruitment, early career teaching support, performance review and management, promotion process; serves as a member of School and Faculty selection and promotion committees;
- Advise permanent, fixed term and casual staff on educational/teaching related matter
- Mentor teaching staff
- Coordinate recruitment of casual staff
- Provide advice to HOS on selection and performance of teaching staff
SELECTION CRITERIA

- Ability and capacity to direct, implement and monitor the implementation and effectiveness of the Schools' learning and teaching agenda.
- Demonstrated capacity for teaching management and teaching mentoring.
- Demonstrated capacity for programme and course development, course and program management.
- Ability to develop a vision and strategy for teaching in the School. This includes teaching practices and the use of technology for teaching.
- Ability and willingness to manage the effective day to day operations of the School as delegated by the Head of School and support the HoS in long term strategic planning
- Ability and willingness to work constructively and collegially in support of the strategic and operational direction of the School and Faculty.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.