



Position Description – Academic Level D/E and Deputy Dean (Learning and Teaching)

Position Details

Position Title:	Academic Level D/E (Continuing) and Deputy Dean (Learning and Teaching) (Fixed term, 3 years)
College/Portfolio:	College of Business and Law
School/Group:	School of Law
Campus Location:	Melbourne City Campus
Classification:	Academic Level D/E – Teaching and Research or Education Focused (commensurate with relevant qualifications, skills and experience).
Employment Type:	Continuing Level D/E and Fixed term, three years Deputy Dean, Learning and Teaching)
Time Fraction:	1.0 FTE with 0.3 – 0.5 FTE (depending on projects) dedicated to the Deputy Dean L&T role.

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

The College of Business and Law

RMIT University has a reputation for excellence in education, providing high quality, industry responsive programs and conducting research relevant locally and globally.

The College of Business and Law is one of the largest business and law schools in the Asia Pacific region and delivers industry-engaged legal education and applied research that spark ambition and new perspectives. Attracting over 31,000 business and law students, programs are delivered in Melbourne, Vietnam, and via significant teaching partnerships in Singapore, China and Indonesia.

RMIT's location in the heart of a major Australian city ensures that the education provided can be closely linked to professional and industry needs. RMIT College of Business and Law has a proud history of providing programs that meet the evolving needs of students and industry. Programs incorporate Work Integrated Learning (WIL) which means that our students are work-ready by the time they graduate. This embedded industry perspective places them ahead of their competitors in the job market, and provides an invaluable opportunity to start developing social and professional networks during their RMIT studies.

School of Law

The School of Law has emerged from the Graduate School of Business and Law and will be launched in 2025. The School of Law provides an open and collaborative intellectual environment, with academics who stand at the frontiers of interdisciplinary knowledge creation that is both rigorous and relevant, benefiting business, the legal system, and society at large. The School of Law, located at the historic Emily McPherson Building, provides RMIT law students with an engaging learning environment, superior educational resources, quality teaching staff and strong industry connections.

Our research approach focuses on co-creation with stakeholders in a range of different sectors across Australia, the Asia Pacific, and the world. Through our research, we aim to develop thought leaders in important social, environmental, technological, and economic debates. Law academics are involved in research across many fields of law and engage in interdisciplinary research. Interest areas include Business and Human Rights, Law and Technology, International Law, Labour Law, Alternative Dispute Resolution and Access to Justice, Company Law and Corporate Governance and Regulation, Climate and Energy Law, Gender Justice and Mental Health Law.

Our teaching programs are intricately linked to our research efforts, and we teach students the same techniques that we use to help solve the most complex problems facing the legal sector. The Juris Doctor Program (JD) was introduced in July 2007 and provides non-law graduates the opportunity to obtain a qualification that leads to entry into the legal profession. In 2021 RMIT commenced offering accredited Bachelor programs in Law including Law double degrees, Bachelor of Laws/Bachelor of Business, Bachelor of Laws/Bachelor of Accounting and in 2025 will commence the Bachelor of Laws/Bachelor of Professional Communication and the Bachelor of Laws/Bachelor of Commerce.

Our strength lies in our ability to develop well-educated, self-aware and highly competent graduates. For more information please visit:

<https://www.rmit.edu.au/about/our-education/academic-schools/graduate-school-of-business-and-law>

Position Summary

The Deputy Dean, Learning and Teaching (DD L&T) reports to the Dean and is primarily responsible for assisting the Dean in the provision of strategic and scholarly leadership in program renewal within the School, and oversight of School planning, performance monitoring related to learning and teaching, and the enhancement of academic quality and standards. The position coordinates the Learning and Teaching activities within the School, working closely with the Associate Deputy Vice-Chancellor (Learning and

Teaching). The DD L&T is a member of the School Executive and will work closely with the Dean on all School program management matters, including the management of the Program Annual Review (PARs) process. The position works closely with, and is assisted by, the Senior Manager Planning and Resources in School planning and performance monitoring.

The DD L&T works with Head of Department and with all School Program Managers and Course Coordinators and with the professional staff who are responsible for the administrative and student-related matters in the management of programs and courses.

The time fraction for the leadership role will be determined in line with the applicable workload allocation model.

Reporting Line

Reports to: Dean. Dotted line reporting to the Associate Deputy Vice-Chancellor (Learning and Teaching). (Learning and Teaching).

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Strategic and scholarly leadership for teaching and learning in the School of Law.
- Working with the School Executive on scholarly, strategic and policy directions for the school with respect to coursework programs and implementation.
- Advising and supporting the Dean, the Head of Department, and Deputy Dean, Research and Innovation and Program Managers on academic policy implementation particularly with respect to all aspects of the quality assurance of programs and their delivery.
- Overseeing the development of new programs, amendments to programs and discontinuation of existing programs based on market needs.
- Providing leadership in best practice in program design, delivery, assessment and work-integrated learning.
- Ensuring quality, viability and relevance of all academic programs offered by the school.
- Leading and managing a team that supports the delivery of the strategic goals of the School in teaching and learning.
- Chairing the School's Program Assessment Boards and the School's Course Assessment Committees (CAC).
- Assisting in the monitoring of the comparability and equivalence of standards if there are multiple offerings at different locations of any award offered by the School.
- Coordinating the School's submissions related to funding for awards and grants associated with teaching and learning.
- Leading compliance within the School with regulatory requirements including TEQSA, Australian Skills Quality Authority (ASQA), Australian Qualifications Framework (AQF), and other requirements related to international education.
- Chairing the School Learning and Teaching Committee, and effectively representing the School in College level learning and teaching activities, forums and committees.
- Liaising proactively with academic leaders at offshore campuses and partnerships where programs are delivered in multiple locations.

Key Selection Criteria

1. Strong leadership skills and experience in initiating, leading and managing academic teams and projects in a collegiate environment to deliver strategic objectives.
2. A strong record of innovative and effective teaching in a relevant discipline.
3. Demonstrated understanding of University systems in regard to budget management, quality maintenance and good governance.
4. Demonstrated capacity to think strategically and to act tactically based on organisational priorities and objectives.
5. Demonstrated high level of interpersonal, communication and negotiating skills including the ability to consult with senior executives, external bodies, produce executive reports, negotiate agreed directions, outcomes and targets within a collaborative environment.
6. Ability to lead and contribute to cross-disciplinary and cross-sectoral teams.
7. Demonstrated experience in providing L&T leadership and expertise that contributes to improved student outcomes.
8. Demonstrated experience in educational technologies and application in legal education.
9. Substantial record of academic, research and/or scholarship of teaching and learning, and professional achievement in a discipline area relevant to the School and the capacity to exercise academic leadership to enhance the standing of the School nationally and internationally.
10. Demonstrated strong commitment to learning and teaching quality, research development, and industry and community engagement.

Qualifications

PhD in Law, combined with knowledge and achievements that meet the professorial criteria.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Prof Simon Pervan Title: Dean, School of Law Date:	Approved:	Signature: Name: Prof Colin Picker Title: DVC, College of Business Date:
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