RMIT UNIVERSITY

Position Description – Head of Department and Associate Dean

Position Details

Position Title: Head of Department and Associate Dean – Electrical and Electronic Engineering.

College/Portfolio: STEM College

School/Group: School of Engineering

Campus Location: Based at the city campus, however may be required to work at other campuses of the University, as well as travel across our international locations.

Classification: Academic Level D or E

Employment Type: Fixed term

Time Fraction: To be negotiated

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

STEM College

The STEM College holds a leading position in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, and to support collaboration across all areas of STEM.

The STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 25,000 students. Our vibrant research community attracts funding from a range of government and industry sources in support of high impact research that transforms industries, shapes lives and communities. The College offers higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

School of Engineering

The School of Engineering is one of the largest Engineering Schools in Australia. It has over 350 staff and 7000 students, including 750 HDR students. The School is committed to driving innovation and collaboration through our industry partnerships. Our industry partners range from small companies to multinational organisations and we work together on translating our research into impact for our partners and the wider community. The School has six Departments:

- Aerospace Engineering
- Biomedical Engineering
- Chemical and Environmental Engineering
- Civil and Infrastructure Engineering
- Electrical and Electronic Engineering
- Mechanical, Manufacturing and Mechatronics Engineering

In 2023 the School developed a new strategic plan, which will see an increasing emphasis on engagement with industry and other external partners. The School is developing new industry led degrees, where our students learn whilst working for companies, as well as innovation hubs where we will co-locate industry partners, our research teams and our undergraduate students.

Over the next three to five years the School of Engineering will support these new strategic plans through investments in new facilities. This will include reimaging our teaching laboratories, where we will use new digital technologies to enhance the student experience, as well as research labs where partnerships with industry will enable us to maintain leading research facilities. The STEM College is also developing plans for a large new budling in the Melbourne City Campus, and the School of Engineering is expected to take significant space in this new building.

RMIT is a global university and the School of Engineering has students and research partners across South East Asia and Europe. This includes two campuses in Vietnam, as well as partnerships in Hong Kong, Singapore and we recently entered into a partnership with the Birla Institute of Technology and Science in India. The School also has a research centre in Barcelona, which provides access to European funding and industry partners. The School will continue to grow our international activities with the aim of becoming a globally connected School that translates technologies and training across continents.

Position Summary

The Head of Department and Associate Dean for Electrical and Electronic Engineering is responsible for providing strategic and scholarly leadership for all activities within the Department, including both research, and learning and teaching.

The Head of Department is responsible for leading, managing and developing all academic staff within Electrical and Electronic Engineering, and a key goal will be to continually enhance the staff experience across the Department.

The Head of Department is a member of the School Executive and they will lead the delivery of the School's strategic plans at Departmental level. The role will work with the Dean and the School Executive and provide leadership and direction across all of the activities within the Department.

The strategic plans for the School will see additional budgetary control and decision making transfer into each Department. This is designed to provide Departments with more autonomy and enable them to make local decisions, as well as enhance innovation in teaching and research activities. This will place an emphasis on Heads of Departments planning areas for investment and delivering against agreed KPIs. Head of Department will also be expected to take on, and manage, risk.

Over recent years electrical engineering has been a part another discipline at RMIT. However, the strategic plans for the School saw Electrical Engineering reunited with Electronic Engineering in April 2024 to form the new department of Electrical and Electronic Engineering. The new department is designed to reconnect research teams who have obvious synergies, as well as exploit efficiencies within our teaching portfolio.

Over the past 10 years, Electrical and Electronic Engineering research at RMIT has grown significantly, so that it is now has the largest research income in the School of Engineering. The Department hosts the ARC Centre of Excellence in Optical Microcombs for Breakthrough Science (COMBS), as well as the RMIT node for the ARC Centre of Excellence in Transformative Meta-Optical Systems (TMOS), the ARC Research Hub for Connected Sensors, and the Electric Vehicle (EV) Living Laboratory funded by the Victorian state government. The Department also hosts the Micro Nano Research Facility (MNRF) that has extensive and state of the art capabilities to design, model, fabricate and package micro and nano scale devices, along with many other facilities and laboratories such as the Integrated Photonics and Applications Centre.

Accordingly, the School is looking to appoint a new head of the Electrical and Electronic Engineering Department. This will provide opportunities for the Head to develop and deliver a bold strategic vision for Electrical and Electronic Engineering, which will be supported by investment from the School and STEM College as we continue to grow a vital research and educational strength for RMIT.

Reporting Line

Reports to: Dean of School of Engineering

Direct reports: to be confirmed.

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.

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

- Provide academic leadership for the Department, including leading and managing staff within the Department.
- Lead the delivery of School strategic plans at Departmental level, spanning all areas of research, and learning and teaching.
- Plan, manage and lead the delivery of KPIs for the Department, and monitor and report on progress to the School Executive and Dean.
- Work with the School to ensure that research, research training and teaching activities are aligned with School and College objectives, targets, standards and workload models
- Lead a process of continuous improvement in the student experience with the Department.
- Maintain the relevance, viability and quality of academic programs with the Department.
- Develop a culture that embraces change and innovation.
- Build and maintain effective relationships with internal and external stakeholders.
- Manage and develop academic staff by providing support, mentoring, work planning and professional development.
- Work closely with the School leadership to identify opportunities for interdisciplinary teaching, research and industry engagement and for collaborative teaching, research and research with other Schools.
- Participate in relevant School committees and work across the School leadership team to contribute to the delivery of all key School accountabilities.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Maintain and develop research and scholarly outputs commensurate with the level of the position
- Undertake additional responsibilities, as agreed with the Dean.

Key Selection Criteria

1. Strong academic leadership and management skills with demonstrated ability to lead teams and deliver on strategic objectives.
2. Established research record in a relevant discipline, with demonstrated capacity to lead and promote excellence in research.
3. Proven record of teaching experience, with an understanding of contemporary learning and teaching priorities.
4. Strong knowledge and understanding of industry priorities.
5. High-level interpersonal, communication, influencing and negotiating skills including the ability to consult, network and build relationships within the organisation and externally.
6. Ability to work effectively in a collegiate environment and to develop and achieve shared goals and objectives, and to negotiate agreed directions and outcomes.
7. Strong interpersonal, communication and teamwork skills.

Qualifications

PhD 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: Title: Date:	**Approved:**	Signature: Name: Title: Date: