



**Position:** Deputy Head, School of Business

**Location:** Sydney Campus

**Employment type:** Full-time

**Award:** Educational Services (Post-Secondary Education) Award 2020

**Classification:** Academic Level E/D

Melbourne Institute of Technology (MIT) is a leading Private institute of Higher Education with campuses in Melbourne and Sydney. We provide IT, Networking, Data Analytics, Business, Accounting and Engineering (Telecommunications) programs, at bachelor's and master's degree levels, to Australian and International students. MIT has a NEAS-accredited English Language Centre that offers a range of English language courses to help students improve their English skills and prepare them further study in Australia.

### The Role:

We are seeking an individual who possesses a deep understanding of higher education, especially within the fields of Business. An impeccable record of academic administration, alongside a knack for fostering positive relationships both internally and externally, is essential.

The Deputy Head, School of Business will report to the Head of School and liaise closely with the Sydney Campus Director. They will play an instrumental role in fostering an environment of excellence in teaching, student services, and research at the Sydney campus. Beyond this, they will oversee the strategic deployment of resources within the School, ensuring alignment with the broader objectives of the Institute while assisting Head of School with day to day management and administrative duties.

This position requires a full-time presence on campus to facilitate effective engagement with both staff and students, and as such, hybrid or work-from-home arrangements are not possible.

### Responsibilities:

- **Academic administration:** Efficient resource allocation, addressing student academic concerns, scheduling, chairing campus-specific meetings, and harmonising operations between both MIT campuses.
- **Academic leadership:** Provide guidance in teaching, learning, and research within the appointee's discipline. Foster excellence and innovation in course development and industry partnerships.
- **Learning & Teaching:** Ensuring top-tier program delivery, conducting examinations, moderating assessments, and establishing comprehensive Teaching Plans.
- **Academic policy compliance:** Ensure the school's adherence to Institute policies and government regulations. Facilitate clear communication and effective implementation of academic policies.
- **School academic profile:** Enhancing the School's reputation through rigorous academic programs, research, and staff professional development.
- **Student matters:** Facilitating a constructive dialogue between students and staff to ensure a responsive and supportive academic environment.
- **Finance:** Assist in managing the school's budget and resources efficiently. Collaborate with the finance department to align with the Institute's financial strategies.
- **Relationships:** Building valuable connections with a diverse array of external stakeholders, ranging from students and alumni to industry regulators and employer groups.



### Qualifications, Skills and Competencies

- Doctorate/PhD in a relevant discipline.
- Prior appointment at Academic Level D – Associate Professor or above in an Australian higher education institution or its overseas equivalent
- Demonstrated academic coordination and/or management experience through roles such as Course Coordinator, Discipline Leader or Deputy Head of School
- In-depth understanding of scholarship in a teaching intensive higher education institution
- Graduate Certificate in Learning and Teaching in Higher Education or equivalent qualification desirable
- Proven experience in higher education curriculum development and delivery.
- Solid understanding of scholarship within a teaching-focused higher education institution.
- Clear commitment to and excellence in learning and teaching.
- Capability for academic leadership within a business discipline(s).
- Excellent communication and interpersonal skills to work collaboratively across the Institute and externally with professional bodies and other external stakeholders
- Appreciation of cultural awareness and issues relating to the diverse cultural background of the student body and knowledge of ESOS Act, Higher Education Standards Framework (HESF 2021) and other relevant legislation as it affects student welfare
- Leadership in successful accreditation of courses with professional and/or government accreditation bodies is desirable.

Position Description can be downloaded at MIT careers: <https://www.mit.edu.au/about-us/jobs-mit>

### Apply

Applications close on Sunday, 12 May 2024.

Apply via SEEK.

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit [www.mit.edu.au](http://www.mit.edu.au)

MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.