

Policy Title: Academic Leadership Roles

Policy Owner: Senior Deputy Vice-Chancellor

Keywords: Academic Leadership Roles, Executive Dean, Associate Dean, Director (Research Institute); Coordinator

Policy Code: PL164 [hr127]

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

To define the Academic Leadership roles at ECU and outline the key principles by which these roles are appointed, remunerated and managed.

2. ORGANISATIONAL SCOPE

All ECU Academic Staff appointed to academic leadership roles at ECU. This policy excludes central University Executive appointments and the roles of Dean, South West Campus, Dean, Graduate Research School and Dean, ECU International.

3. DEFINITIONS

TERM	DEFINITION
Academic Leaders	Academic Staff who are appointed to an Academic Leadership roles defined in this policy.
Line Management Responsibilities	The supervision of staff including performance discussions, approving workloads and leave as per ECU's policies and guidelines.

4. POLICY CONTENT

4.1. Overall Principles

4.1.1. The Academic Leadership roles defined by this policy are:

- i. Executive Deans;
- ii. Associate Deans;
- iii. Directors of Research Institutes;
- iv. Academic Co-ordinators.

4.1.2. Academic Leaders contribute to the success of the University through leadership, planning and decision-making in the achievement of its strategic priorities.

- 4.1.3.** Through leadership and mentoring, Academic Leaders will provide clear direction and priorities to the academic staff they lead in all areas of work.
- 4.1.4.** An Academic Leader who holds another substantive position at the University will automatically revert to that substantive position and title at the conclusion of their fixed-term academic leadership role, or earlier (as detailed in 4.1.10.).
- 4.1.5.** Where a role includes Line Management Responsibilities, an Academic Leader may supervise up to 30 staff, unless otherwise negotiated with the Executive Dean or Line Executive.
- 4.1.6.** The Vice-Chancellor may confer an academic title onto an Academic Leader during the period of that Academic Leadership position. The academic title of Professor may be used by the incumbent of the role Executive Dean during the term of office. The academic title of Associate Professor may be used by the incumbent of the role of Associate Dean.
- 4.1.7.** Acting appointments into Academic Leadership roles may be offered for up to twelve (12) months, approved in accordance with the HR Delegations.
- 4.1.8.** It is at the discretion of the Vice-Chancellor, or nominee, as to the conferral of an academic title onto an Acting Academic Leader during the period of their Acting Academic Leadership.
- 4.1.9.** Where an incumbent is unable, for whatever reason, to carry out the role to which they have been appointed for more than four (4) weeks, any available allowance will not be paid for the duration of that period.
- 4.1.10.** As provided at 4.1.4, the University or appointee may choose to end the appointment earlier by providing eight (8) weeks' written notice, or a lesser period where mutually agreed.

4.2 Executive Dean

The Executive Dean is responsible for overall strategic and operational leadership of a School, while supporting and influencing University strategy as a member of the University Executive.

4.2.1 Recruitment, Selection and Appointment

- i. The role of Executive Dean is a fixed term appointment, usually for a period of five (5) years. The appointment may be made from within a School – through an expression of interest process – or recruited externally, as determined by the Vice-Chancellor.
- ii. The role of Executive Dean will normally be filled by a Professor (Level E). The appointment of an Associate Professor (Level D) may be considered in exceptional circumstances. If an Associate Professor (Level D) is appointed to the role of Executive Dean, the incumbent may use the academic title of Professor for the duration of the appointment. On cessation of the fixed term appointment as Executive Dean, the incumbent will revert to his/her substantive role (if applicable) and substantive academic title (unless promoted during the term as Executive Dean).

- iii. Any offer of a subsequent contract for an Executive Dean appointment must be subject to an appropriate and satisfactory end of contract assessment, to be completed by the Vice-Chancellor within six (6) months prior to the expiry of the term.

4.2.2. Accountability, Remuneration and Benefits

- i. The role of Executive Dean is full-time (1.0 FTE) and is considered an academic leadership role at School and University level as a member of the University Executive.
- ii. A summary of the Executive Dean's general responsibilities is outlined in Appendix 2.
- iii. The Vice-Chancellor will set key performance indicators and outcomes for which the Executive Dean is accountable.
- iv. Where required, an Executive Dean will undertake line management responsibilities for up to 30 staff.
- v. An Executive Dean will receive a negotiated salary package, based on the individual's experience, the size and complexity of the School, internal and external relativities, and performance in the role (where relevant)

4.3 Associate Dean

The Associate Dean is responsible for supporting the Executive Dean in providing strategic and operational leadership for the core activities of a School within a portfolio allocated by the Executive Dean.

4.3.1 Recruitment, Selection and Appointment

- i. The following Associate Dean roles are available for appointment within a School:
 - a. Associate Dean (Teaching and Learning) – with responsibility for curriculum, teaching and learning;
 - b. Associate Dean (Research) – with responsibility for research and research training;
 - c. Associate Dean (*Discipline*¹) – with responsibility for leading a cluster of staff within one or more academic disciplines.

The role of Associate Dean is a fixed term appointment, normally for an agreed period of up to three (3) years. The appointment may be made from within a School – through an expression of interest process – or recruited externally, as determined by the Executive Dean.

The role is a fractional role (normally between 0.3 FTE and 0.8 FTE), held concurrently with a substantive academic appointment.

- ii. The role of Associate Dean will normally be filled by an Associate Professor (Level D) or a Professor (Level E). The appointment of a Senior Lecturer (Level C) may be considered in exceptional circumstances. If a Senior Lecturer (Level C) is appointed to the role of Associate Dean, the incumbent may use the academic title of Associate Professor for the duration of the appointment. On cessation of the fixed term

¹ The *Discipline* nomenclature used will be appropriate to the cluster of disciplines that the role leads within the School.

appointment as Associate Dean, the incumbent will revert to his/her substantive role (if applicable) and substantive academic title (unless promoted during the term as Associate Dean).

- iii. Any offer of a subsequent contract for an Associate Dean appointment must be subject to an appropriate and satisfactory end of contract assessment, to be completed by the Executive Dean within six (6) months prior to the expiry of the term.

4.3.2. Accountability, Remuneration and Benefits

- i. The mix of academic leadership, teaching and/or research responsibilities will be negotiated with the relevant Executive Dean.
- ii. The role of Associate Dean is normally recognised in the range of 30% to 80% of an academic workload, taking into account the scope, complexity and scale of the role within the relevant School, and the size of the School.
- iii. A summary of the Associate Dean general responsibilities is outlined in Appendix 2.
- iv. An Associate Dean will be accountable for a relevant portfolio of responsibilities within the School as determined by the Executive Dean.
- v. Where required, an Associate Dean may undertake line management responsibilities for up to 30 staff.
- vi. The remuneration package offered to an Associate Dean is outlined in Appendix 1.
- vii. An Associate Dean reports to the Executive Dean, and may deputise for the Executive Dean as required.

4.4 Director, *Research Institute*²

The Director of a Research Institute is responsible for developing current and future research within the Institute to enhance ECU's research achievements, in alignment with the University's strategic priorities.

4.4.1 Recruitment, Selection and Appointment

- i. A Director of a Research Institute is typically appointed at Professor (Level E).
- ii. A Director of a Research Institute is normally offered a term of up to three (3) years, renewable subject to satisfactory performance and availability of sufficient external funding to support the research program.

4.4.2. Accountability, Remuneration and Benefits

- i. A Director of a Research Institute undertakes line management responsibilities and allocates and approves academic workloads for staff employed by the Research Institute.

² The *Research Institute* nomenclature used will reflect the title of the relevant Research Institute.

- ii. A Director of a Research Institute reports to the Executive Dean of the relevant School.
- iii. A summary of the Director of a Research Institute's general responsibilities is outlined in Appendix 2.
- iv. The remuneration package offered to a Director of a Research Institute is outlined in Appendix 1.

4.5 Academic Co-ordinator

Reporting to the Associate Dean (Discipline), the role of Academic Co-ordinator is a broad title encompassing numerous co-ordination roles within the Schools. These roles are responsible for supporting the planning, development, delivery and review of a specific portfolio, such as Courses, Year Group, International Programs, Clinical Programs, or Accreditation. The Academic Co-ordinator also provides academic advice to students or staff in relation to the specific portfolio.

4.5.1 Recruitment, Selection and Appointment

- i. An Academic Co-ordinator is appointed by the Executive Dean and is normally at Senior Lecturer (Level C) level. Appointment at Lecturer (Level B) may be considered in exceptional circumstances.
- ii. The term of appointment of an Academic Co-ordinator is determined by the Executive Dean.
- iii. The nomenclature available for use in titling an Academic Co-ordinator includes:
 - a. *Activity* Co-ordinator (e.g. Practicum Co-ordinator);
 - b. Director, *Activity* (e.g. Director, International Programs); or
 - c. Course Co-ordinator, *Course Name*.

4.5.2. Accountability, Remuneration and Benefits

- i. Workloads for Academic Co-ordinators are negotiated as part of normal workload allocation and should be reflected in the workload allocation approach for the relevant academic work unit.
- ii. Academic Co-ordinators will not normally undertake line management responsibilities.
- iii. A summary of the Academic Co-ordinator's general responsibilities is outlined in Appendix 2.
- iv. An Academic Co-ordinator appointed at Lecturer (Level B) is entitled to an allowance as outlined in Appendix 1.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Senior Deputy Vice-Chancellor overall responsibility for the content of this policy and its operation in ECU.

Managers

The Vice-Chancellor is responsible for ensuring this policy is adhered to when recruiting, selecting and appointing Executive Deans. The Executive Dean is responsible for ensuring this policy is adhered to when recruiting, selecting and appointing academic staff to Academic Leadership positions within Schools.

Staff

Staff are required to apply this policy when appointed into Academic Leadership roles and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

- 6.1 Other documents which are relevant to the operation of this policy are as follows:
- Academic Staff Performance Expectations and Outcomes (ASPEO) (HR175) Framework;
 - Acknowledging Successful Performance in Research Excellence (ASPIRE) Framework;
 - Code of Conduct (HR117);
 - Internal Temporary Appointments Policy (HR168);
 - Management for Performance System (MPS) (HR129);
 - Recruitment, Selection and Appointment Policy (HR131);
 - Role Based Development Framework (RBDF);
 - Relevant ECU industrial instrument;
 - Research Centres and Institutes Policy.

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact:	Director, HRSC
Telephone:	08 6304 2937
Email address:	j.robertson@ecu.edu.au

8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	28 November 2005
Date last modified:	11 April 2017
Revision History:	29 September 2010 (approved by the Vice-Chancellor) 22 October 2013 (approved by the Vice-Chancellor) 10 February 2016 (approved by University)

	Executive) 11 April 2017 (approved by the Acting Vice-Chancellor)
Next Revision Due:	February 2019
TRIM File Reference	Sub/18944

Appendix 1. Summary of the Remuneration Package Offered to Academic Leaders

Leadership Role	Appointee Level	Length of term	Line Management of Staff	Workload Allocation and Allowance \$								
Associate Dean	Professor (ALEVE), Associate Professor (ALEVD) * Senior Lecturer (ALEVC)	Initial appointment of up to 3 years. A subsequent contract may be offered subject to an appropriate and satisfactory end of contract review, to be completed a minimum of six months prior to the expiry of the term.	Supervision of no more than 30 staff	*** <table border="1"> <thead> <tr> <th>Workload</th> <th>Allowance</th> </tr> </thead> <tbody> <tr> <td>≥50%</td> <td>10%</td> </tr> <tr> <td>40%</td> <td>8%</td> </tr> <tr> <td>30%</td> <td>6%</td> </tr> </tbody> </table> Allowance based on % of Professor (Level E)	Workload	Allowance	≥50%	10%	40%	8%	30%	6%
Workload	Allowance											
≥50%	10%											
40%	8%											
30%	6%											
Director, Research Institute	Professor (ALEVE) * Associate Professor (ALEVD)	Initial appointment of up to 3 years. A subsequent contract may be offered subject to a satisfactory performance and availability of sufficient external funding availability.	Supervision of staff within the Research Institute	*** 10% of Professor (Level E)								
Academic Coordinator	Senior Lecturer (ALEVC) or above * Lecturer (ALEVB)	As required	Not applicable	No additional allowance * ALEVB will receive 3% of Level C.1								

* Exceptional circumstances

** Base salary as per the relevant industrial agreement and negotiation on a case-by-case basis depending on the level of appointment

*** All exceptions to the assigned percentage of Professor (Level E) allowance must be approved by the Senior Deputy Vice-Chancellor.

Where a staff member is temporarily appointed in an acting capacity for a continuous period greater than one month, the Executive Dean may approve the transfer of an appropriate pro-rata cash benefit. In circumstances where no temporary appointment is made the absent staff member can continue to receive such allowance(s).

Appendix 2.

ROLE STATEMENT – EXECUTIVE DEAN

Role Summary

The Executive Dean is the executive leader of the School, and is accountable to the Vice-Chancellor for the effective and transparent management of the School. Fostering a collaborative and inclusive School culture, the Executive Dean develops and implements strategies based on creativity, innovation, sound risk management and forward thinking. The Executive Dean encourages strategic collaboration and engagement with other sections of the University and with external individuals and organisations to enhance ECU's national and international profile.

As a member of the University Executive, the Executive Dean also provides significant support and strategic leadership to wider University strategy. The role undertakes a strong engagement role nationally and internationally, representing the University in various forums. At all times, the Executive Dean demonstrates the University's values and represents its interests.

In addition to the responsibilities detailed in this role statement, academic staff are expected to achieve and maintain the outcomes expected in the *ECU Academic Staff Performance Expectations and Outcomes Framework*.

Organisational Values and Expectations

All ECU Staff are guided by the University's Values – Integrity, Respect, Rational Inquiry and Personal Excellence.

Our staff are required to:

- participate in all ECU, team and individual planning activities, including *Management for Performance System (MPS)*;
- comply with ECU policies and practices in all aspects of their work and conduct; and
- ensure the safety and wellbeing of themselves and others by complying with Health, Safety and Equity requirements.

ECU acknowledges and respects the continuing association with Nyoongar people, the traditional custodians of the land, upon which its campuses stand and programs operate.

Capabilities Required

The role requires the following attributes:

- Outstanding scholarly record in a relevant discipline;
- Exceptional leadership capabilities, including experience in leading diverse, collaborative teams;
- Sound knowledge of higher education sector policy, trends, innovations and strategies, particularly in relevant discipline area;
- Capacity to develop and operationalise an internationalisation strategy;
- Demonstrated business acumen, prioritisation and resource management skills;
- Demonstrated capacity to build strategic networks and collaborative relationships;
- Capacity to foster a culture of capability building and mentoring.

Role Responsibilities

Reporting to the Vice-Chancellor, the Executive Dean is the executive leader of the School, and a member of the University Executive.

The Executive Dean leads a broad academic and operational management team within the School, and is accountable for ensuring strategic objectives are operationalised at the School level.

Key responsibilities for the Executive Dean:

- Strategic leadership of the School and within the University based on ECU's vision and values;
- Accountable for driving the School's international reputation of excellence through performance goal setting and professional development within the School, and external engagement activities;
- Develops and strengthens collaborative relationships with relevant external organisations, increasing national and international School and University profile;
- Develops and executes an internationalisation plan in alignment with the ECU International Strategy;
- Provides consistent leadership and professional development to all School staff;
- Develops and pursues a commercially astute School growth strategy;
- Accountability for the School budget and operational planning;
- Demonstrates and fosters fair, equitable and inclusive practices in a diverse culture;
- Shapes University strategic decision-making through the University Executive;
- Responsible for meeting Key Performance Indicators (KPIs) in the areas of research, teaching, and internationalisation;
- Translates ECU strategy into operational outcomes at the school level;
- Ensures succession planning for School leadership roles;
- Ensures that the School complies with all relevant governance and other University requirements.

ROLE STATEMENT – ASSOCIATE DEAN (RESEARCH)

Role Summary

The Associate Dean (Research) is a member of the School's leadership team, developing and implementing research related strategies within the School. The Associate Dean (Research) reports to the Executive Dean, and collaborates across the School and University to drive the research performance of both. Fostering a collaborative and inclusive School culture, the Associate Dean (Research) develops and implements strategies based on creativity, innovation, sound risk management and forward thinking. The role has a strong focus on enhancing ECU's national and international research profile. The Associate Dean (Research) also deputises in the Executive Dean's absence, and demonstrates the University's values and represents its interests at all times.

In addition to the responsibilities detailed in this role statement, academic staff are expected to achieve and maintain the outcomes expected in the *ECU Academic Staff Performance Expectations and Outcomes Framework*.

Organisational Values and Expectations

All ECU Staff are guided by the University's Values – Integrity, Respect, Rational Inquiry and Personal Excellence.

Our staff are required to:

- participate in all ECU, team and individual planning activities, including *Management for Performance System* (MPS);
- comply with ECU policies and practices in all aspects of their work and conduct; and
- ensure the safety and wellbeing of themselves and others by complying with Health, Safety and Equity requirements.

ECU acknowledges and respects the continuing association with Nyoongar people, the traditional custodians of the land, upon which its campuses stand and programs operate.

Capabilities Required

The role requires the following attributes:

- Excellent scholarly record in a relevant discipline;
- Comprehensive leadership capabilities, including experience in leading diverse, collaborative teams;
- Sound knowledge of higher education sector policy, trends, innovations and strategies, particularly in the research domain;
- Demonstrated successful record of obtaining research grants and other funding;
- Capacity to develop and operationalize research strategy;
- Experience in leading change in a complex organisation;
- Demonstrated capacity to build strategic networks and collaborative relationships;
- Capacity to foster a culture of capability building and mentoring.

Role Responsibilities

Reporting to the Executive Dean, the Associate Dean (Research) is responsible for developing and driving research performance and development within the School.

Key responsibilities for the Associate Dean (Research):

- Collaborating with the Executive Dean, develops and implements research strategies for the School;
- Establishes and refines activities aimed at increasing the national and international research profile of the School and University;
- Leads strategic identification and engagement with untapped external organisations / individuals for collaboration and funding;
- Strengthens existing collaborative relationships with internal and external groups;
- Develops the research and research-training strategy and programs of the School;
- Works collaboratively with the Deputy Vice-Chancellor (Research), Research Institutes and other research-related areas to facilitate quality research and the promotion of research outcomes;
- Drives the research performance and professional development of the School;
- Translates ECU research strategy and governance requirements into operational outcomes at the School level;
- Deputises for the Executive Dean when required;
- Chairs relevant committees and working groups related to the portfolio.

ROLE STATEMENT – ASSOCIATE DEAN (TEACHING AND LEARNING)

Role Summary

The Associate Dean (Teaching and Learning) is a member of the School's leadership team, developing and implementing teaching and learning strategies within the School. The Associate Dean (Teaching and Learning) reports to the Executive Dean, and collaborates across the School and University to drive the teaching and learning performance of the University. Fostering a collaborative and inclusive School culture, the Associate Dean (Teaching and Learning) develops and implements strategies based on creativity, innovation, sound risk management and forward thinking. The role has a strong focus on enhancing ECU's national and international profile, particularly in the area of teaching and learning and curriculum design. The Associate Dean (Teaching and Learning) also deputises in the Executive Dean's absence, and demonstrates the University's values and represents its interests at all times.

In addition to the responsibilities detailed in this role statement, academic staff are expected to achieve and maintain the outcomes expected in the *ECU Academic Staff Performance Expectations and Outcomes Framework*.

Organisational Values and Expectations

All ECU Staff are guided by the University's Values – Integrity, Respect, Rational Inquiry and Personal Excellence.

Our staff are required to:

- participate in all ECU, team and individual planning activities, including *Management for Performance System (MPS)*;
- comply with ECU policies and practices in all aspects of their work and conduct; and
- ensure the safety and wellbeing of themselves and others by complying with Health, Safety and Equity requirements.

ECU acknowledges and respects the continuing association with Nyoongar people, the traditional custodians of the land, upon which its campuses stand and programs operate.

Capabilities Required

The role requires the following attributes:

- Excellent scholarly record in a relevant discipline;
- Comprehensive leadership capabilities, including experience in leading diverse, collaborative teams;
- Sound knowledge of higher education sector policy, trends, innovations and strategies, particularly in relation to teaching and learning;
- Capacity to develop and operationalize academic governance requirements and teaching and learning strategy within the school;
- Experience in leading change in a complex organisation;
- Demonstrated capacity to build strategic networks and collaborative relationships;
- Capacity to foster a culture of capability building and mentoring.

Role Responsibilities

Reporting to the Executive Dean, the Associate Dean (Teaching and Learning) is responsible for developing and driving teaching and learning performance and development within the School.

Key responsibilities for the Associate Dean (Teaching and Learning):

- Collaborating with the Executive Dean, develops and implements teaching and learning strategies for the School;
- Establishes and refines activities aimed at increasing the national and international teaching and learning profile of the School and University;
- Critically analyses and develops the current and future teaching and learning requirements of the School;
- Develops and strengthens collaborative relationships internally and externally;
- Develops the teaching and learning strategy and programs of the School;
- Works collaboratively with the Pro-Vice-Chancellor (Education) and other related areas to ensure quality teaching and learning outcomes;
- Drives the teaching and learning performance and professional development of the School;
- Translates ECU teaching and learning strategy and governance requirements into operational outcomes at the School level;
- Deputises for the Executive Dean when required;
- Chairs relevant committees and working groups related to the portfolio.

ROLE STATEMENT – ASSOCIATE DEAN (DISCIPLINE)

Role Summary

The Associate Dean (Discipline) is a member of the School's leadership team, managing a discipline cluster within the School and the associated staff. The Associate Dean (Discipline) reports to the Executive Dean, and is the line manager for a specific group of academic staff responsible for delivery of high quality academic programs. Fostering a collaborative and inclusive School culture, the Associate Dean (Discipline) guides academic performance and development within a discipline cluster within the School based on creativity, innovation, sound risk management and forward thinking.

In addition to the responsibilities detailed in this role statement, academic staff are expected to achieve and maintain the outcomes expected in the *ECU Academic Staff Performance Expectations and Outcomes Framework*.

Organisational Values and Expectations

All ECU Staff are guided by the University's Values – Integrity, Respect, Rational Inquiry and Personal Excellence.

Our staff are required to:

- participate in all ECU, team and individual planning activities, including *Management for Performance System (MPS)*;
- comply with ECU policies and practices in all aspects of their work and conduct; and
- ensure the safety and wellbeing of themselves and others by complying with Health, Safety and Equity requirements.

ECU acknowledges and respects the continuing association with Nyoongar people, the traditional custodians of the land, upon which its campuses stand and programs operate.

Capabilities Required

The role requires the following attributes:

- Excellent scholarly record in a relevant discipline;
- Relevant experience in line management and leading diverse, collaborative teams;
- Capacity to develop, operationalize and review research, teaching and learning programs;
- Demonstrated capacity to build strategic networks and collaborative relationships; and
- Capacity to foster a culture of capability building and mentoring.

Role Responsibilities

Reporting to the Executive Dean, the Associate Dean (Discipline) is responsible for guiding academic performance and development within a discipline cluster within the School.

Key responsibilities for the Associate Dean (Discipline):

- Leads academic performance in a discipline cluster;
- Contributes to the strategic direction and governance of the School;
- Pursues opportunities to improve discipline teaching, learning and research activities, including cross-discipline collaborations;
- Accountability for a budget, where applicable; and
- Accountability for managing staff performance and development within a discipline cluster comprising academic, professional (where applicable) and sessional staff.

ROLE STATEMENT – DIRECTOR, RESEARCH INSTITUTE

Role Summary

Reporting to the Executive Dean, the Director of a Research Institute is responsible for developing current and future research within an Institute to enhance ECU's research achievements in alignment with and University strategic priorities.

The Director continues to pursue their academic work through negotiated involvement in research and research training, as agreed with the Executive Dean.

Organisational Values and Expectations

All ECU Staff are guided by the University's Values – Integrity, Respect, Rational Inquiry and Personal Excellence.

Our staff are required to:

- participate in all ECU, team and individual planning activities, including *Management for Performance System* (MPS);
- comply with ECU policies and practices in all aspects of their work and conduct; and
- ensure the safety and wellbeing of themselves and others by complying with Health, Safety and Equity requirements.

ECU acknowledges and respects the continuing association with Nyoongar people, the traditional custodians of the land, upon which its campuses stand and programs operate.

Capabilities Required

The role requires the following attributes:

- Excellent scholarly record in a relevant discipline;
- Demonstrated leadership capabilities, including experience in leading diverse, collaborative research teams;
- Sound knowledge of policy, trends, innovations and strategies, particularly in the relevant discipline area;
- Demonstrated successful record of obtaining research grants and other funding;
- Capacity to promote and operationalize the research strategy;
- Demonstrated capacity to build strategic networks and collaborative relationships nationally and internationally; and
- Capacity to foster a culture of capability building and mentoring.

Role Responsibilities

Reporting to the Executive Dean, the Director of a Research Institute is responsible for developing and driving research performance and development within the scope of the Institute that they lead for the benefit of the School and University.

Key responsibilities for the Director of a Research Institute include:

- Collaborating with the Executive Dean, to develop and implement current and future research for the Institute;

- Establishes and refines activities aimed at increasing the national and international research profile of the Institute, School and University;
- Strengthens existing collaborative relationships with internal and external groups;
- Works collaboratively with the Deputy Vice-Chancellor (Research), Associate Dean (Research), Research Institutes and other research related areas to facilitate quality research and the promotion of research outcomes;
- Conducting research in the area relevant to the Research Institute and creating and developing inventions in the field of research
- Drives the research performance and professional development of the Institute; and
- Translates ECU research strategy and governance requirements into operational outcomes at the Institute.

ROLE STATEMENT – ACADEMIC COORDINATOR

Role Summary

The role of Academic Coordinator is a leadership role within the School which is responsible for a particular portfolio, such as Courses, Year Group, International Programs, Clinical Programs or Accreditation.

The Academic Coordinator manages specified academic programs or activities and provides sound advice to students or staff in relation to the specific portfolio. The Academic Coordinator also promotes a collaborative and forward-thinking culture within the School and University.

In addition to the responsibilities detailed in this role statement, academic staff are expected to achieve and maintain the outcomes expected in the *ECU Academic Staff Performance Expectations and Outcomes Framework*.

Organisational Values and Expectations

All ECU Staff are guided by the University's Values – Integrity, Respect, Rational Inquiry and Personal Excellence.

Our staff are required to:

- participate in all ECU, team and individual planning activities, including *Management for Performance System (MPS)*;
- comply with ECU policies and practices in all aspects of their work and conduct; and
- ensure the safety and wellbeing of themselves and others by complying with Health, Safety and Equity requirements.

ECU acknowledges and respects the continuing association with Nyoongar people, the traditional custodians of the land, upon which its campuses stand and programs operate.

Capabilities Required

The role requires the following attributes:

- Demonstrated capacity to build an excellent academic and research profile in relevant discipline;
- Relevant experience in leading diverse, collaborative teams;
- Capacity to develop, operationalize and review academic programs or activities;
- Demonstrated capacity to build strategic networks and collaborative relationships; and
- Capacity to foster a culture of capability building and mentoring.

Role Responsibilities

Reporting to the Associate Dean (Discipline), the Academic Coordinator is responsible for managing specific portfolios, such as Courses, Year Group, International, Clinical Programs and Accreditation.

Key responsibilities for the Academic Coordinator within relevant portfolio:

- Plans, develops and manages the delivery of academic programs in a discipline or course;
- Advises students or staff in relation to the specific portfolio; and
- Pursues opportunities to improve discipline teaching, learning and research activities, including cross-discipline collaborations.