Head of School

Oxford Institute of Higher Education

Full-time ongoing position

- One of three key Leadership Positions to be filled
- Newly TEQSA-registered Higher Education Institution
- Exciting opportunity to participate in establishing a new institution in line with the Institute Strategic Plan

Oxford Institute of Higher Education (OIHE) will offer Bachelor of Business degrees in Accounting, Management, and Marketing to international and domestic students. OIHE is associated with the well-established Oxford Education Group which offers high school, vocational, degree pathway and English-language courses.

The Head of School (HOS) will lead a cohesive academic and support team. Reporting to the Institute Director, the Head of School will be responsible for ensuring high academic standards and integrity in the higher education programs as well as student satisfaction, market relevance and commercial viability. The Head of School will also undertake a teaching role and may act as course or unit coordinator, preparing and delivering lectures, tutorials and workshops and assessing students in one or more specialised business disciplines. The position will have responsibility for course planning and quality management and serve as a member of the Academic Board and relevant committees.

The successful candidate will have:
- Doctorate in accounting, management or marketing
- Postgraduate qualifications in tertiary teaching or equivalent experience in teaching in higher education
- Demonstrated engagement in scholarly activity
- Substantial experience in academic management at department or program level
- Understanding and extensive experience of higher education program development and quality processes in a university or private provider.

Head of School, Full-time ongoing, Salary $110,000-$130,000 plus super

Further details: www.oxford.edu.au/careers
Enquiries: Ms Rong Liu rongliu@oxford.edu.au or call 03 86637188

Applications must address the Key Selection Criteria and include a cover page, a full CV and the contact details of three referees.

Please forward application to OIHE_HR@OZFORD.EDU.AU
Applications close 12 October 2015

Please note only shortlisted applicants will be contacted.
Position Description: Head of School

Position Title: Head of School
Academic Level: Equivalent to university level D (Associate Professor/Head of Department)
Fraction: Full-time
Site: Lonsdale Street Campus
Reports to: Institute Director
Date: 01/07/2015

Key Purpose

The Head of School is responsible for ensuring high academic standards and integrity in the higher education programs as well as student satisfaction, market relevance and commercial viability. The Head of School leads a cohesive academic and support team and liaises with other heads of departments to ensure an effective and efficient delivery of all programs, and that the operation complies with all regulatory and accreditation requirements. The Head of School has responsibility for the efficient delivery and administration of higher education courses. The Head of School will also undertake a teaching role and may act as course or unit coordinator, preparing and delivering lectures, tutorials and workshops and assessing students in the one or more specialised business disciplines.

The Head of School will lead the development of new courses and provide academic leadership to the team of full time and casual academics.

Organisational Context

Ozford Institute of Higher Education is a registered Higher Education Provider offering a Bachelor of Business allowing students to specialise in Management, Marketing or Accounting; and a Bachelor of Business (Accounting) course.

The Head of School will report to the Institute Director.

The reporting lines are:

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Institute Director
/
Head of School
/
Admin Assistant
/
Learning Skills Coordinator
/
Course Coordinators
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Approved: Governing Board
### Position Summary

This position involves overall management of the higher education suite of courses. The position will have responsibility for course planning and quality management and serve as a member of the Academic Board and relevant committees. The position includes lecturing in one or more discipline areas:

- Accounting
- Management
- Marketing

### Responsibilities

The responsibilities of an appropriately qualified Head of School include:

1. **Leadership and Planning**
   - Lead a cohesive team of academic staff in maintaining high academic standards and integrity in course and unit delivery.
   - Provide leadership and supervision to course coordinators.
   - Lead the advancement of teaching through the Learning and Teaching Plan to promote course improvements and better teaching and to improve academic standards, assessment and moderation.

2. **Management and quality review and improvement**
   - Maintain, review and develop relevant academic courses that are innovative, relevant to the needs of students and employers, and reflect the teaching-research nexus.
   - Ensure adherence to the Institute’s quality management system related to learning and teaching.
   - Ensure academic staff and students are committed to, and engaged with, advanced knowledge and inquiry, critical and independent thought, free intellectual inquiry, and academic quality and integrity.
   - Ensure compliance with academic policies and procedures.
   - Develop and implement teaching and learning initiatives to improve the delivery of content, the learning experience of the students and the graduate outcomes.
   - Oversee the monitoring of student progress and implement intervention programs for students at-risk.
   - Manage the recruitment and induction of appropriately qualified academic staff to the Institute.
   - Develop professional development programs for academic staff and conduct staff performance reviews on an annual basis.
   - Implement survey programs on a regular basis to obtain student feedback on unit content, quality of teaching, assessment and student services as required in relevant policies.

3. **Scholarship and pedagogy**
   - Pursue and develop an active program of scholarly activity primarily in the scholarship of teaching (based on the Boyer model); publications in refereed journals, presentation to conferences and publications in conference proceedings or a significant role in relevant organisational research projects.
   - Maintain discipline and pedagogical currency appropriate to the position.
4. Collaboration with the Institute leadership team

- Collaborate with the Vice President/Institute Director and Head of Student Services and Administration to ensure effective administration structures to manage student activities such as orientation, course advice, timetabling, examinations, and grievance procedures.
- Collaborate with the Vice President/Institute Director and Head of Student Services and Administration to ensure effective structures to implement and monitor student admission, academic progress, grievances, appeals and misconduct in line with approved policy.
- Collaborate with other senior staff to develop and implement initiatives to improve the students’ experience on campus.
- Collaborate to ensure compliance with all legislative and accreditation requirements and the Institute’s own policies and procedures, and ensure that staff also comply.
- Participate in benchmarking exercises on a regular basis as required in approved policy to ensure the Institute meets or exceeds industry standards.
- Collaborate with the Vice President/Institute Director to develop, implement and monitor policy and procedures to ensure effective processes are in place.
- Provide advice to the Institute Director on the effectiveness and efficiency of relevant services provided through the service-level agreement.

Key Selection Criteria

**Essential**

1. PhD or Doctorate qualification in Accounting, Management and/or Marketing or a closely allied area.
2. Postgraduate qualification or candidature in Tertiary Teaching or equivalent qualification/experience.
3. Demonstrated engagement in scholarly activity in field of expertise and in the scholarship of teaching.
4. Demonstrated ability and experience in developing and managing academic programs in a higher education setting.
5. Understanding and extensive experience of higher education program development and quality processes in a university or private provider.
6. Demonstrated experience of teaching in higher education and participation in the scholarship of teaching.
7. Demonstrated ability to lead and co-ordinate the activities of an academic team.
8. Demonstrated ability to teach in an effective and innovative teaching program in business, including delivery of lectures, tutorials and/or seminars.
9. Ability to work in a team environment with minimum supervision.
10. Highly developed oral and written communication skills.
11. Demonstrated ability in working with students from diverse backgrounds.

**Desirable**

12. Membership of a relevant professional body.
13. Evidence of high quality research conducted and published relative to opportunity and clear potential to undertake research of international significance.
14. Relevant industry experience, contacts or linkages in the business area.
Signed in acknowledgment of the requirements of the position.

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Author:__________________________

Version date: 1/07/2015

Approved: Governing Board

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