



Position Description – Deputy Dean (Learning and Teaching)

Position Details

- Position Title:** Deputy Dean (Learning and Teaching) (Fixed Term, 3 years)
- College/Portfolio:** College of Business and Law
- School/Group:** School of Management
- Campus Location:** Primarily based at City campus, and the potential to work across other RMIT campuses as required.
- Classification:** Academic Level D/E – Education Focused (commensurate with relevant qualifications, skills and experience)
- Time Fraction:** 1.0 FTE with 0.5 – 0.7 (depending on projects) dedicated to the Deputy Dean L&T role.
- Employment Type:** Fixed Term secondment into Deputy Dean role.
- Fixed Term Reason:** **Senior, Specialist and Executive Employee**
- Reporting Line:** Dean.
- No. of Direct reports:** 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. 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 campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located. We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

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

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

The College of Business and Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from undergraduate Bachelor degrees up to PhD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, and Shanghai, as well as through RMIT Online.

The College is located on RMIT University's City Campus and resides in the state-of-the-art Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: <https://www.rmit.edu.au/about/our-education/academic-colleges/college-of-business>

School of Management

The School of Management is part of the College of Business and Law. The School is comprised of three Departments: The Department of Management and Organisations (M&O), the Department of International Business and Innovation & Entrepreneurship (IBIE), and the Department of Human Resource Management (HRM).

The RMIT School of Management prepares leaders who thrive at the intersection of people and technology. We focus on responsible, inclusive, and digitally-capable management that drives innovation and creates sustainable value for business, society, and the planet. Through world-class learning, impactful research, and deep industry collaboration, we support organisational transformation and deliver work-ready graduates who shape the future of leadership..

For more information visit <https://www.rmit.edu.au/about/schools-colleges/management>

The School currently offers undergraduate and postgraduate coursework programs known for their practicality, industry relevance and flexible delivery in the following areas:

- Entrepreneurship
- Human Resource Management and People Analytics
- International and Global Business
- Management and Change
- Innovation and Strategy
- Leadership and Strategy
- Social Impact
- Business Administration

With these diverse undergraduate, postgraduate, and research programs, focusing on business management, entrepreneurship, and social change, our programs emphasise practical experience through Work Integrated Learning, real-world projects, and strong industry connections, preparing students for successful careers in a rapidly evolving global environment.

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 Operations 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.

Key Accountabilities

- Strategic and scholarly leadership for teaching and learning in the School of Management.
- 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 or demonstrated equivalence in management or a relevant business related discipline, combined with knowledge and achievements that meet the professorial criteria.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian 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.