

Position Description – Associate Dean, Digital Design

Position Details

Position Title:	Associate Dean Discipline, Digital Design
College/Portfolio:	College of DSC
School/Group:	School of Design
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	Academic Level D / E
Employment Type:	Fixed term
Time Fraction:	1.0 FTE with leadership allocation up to 0.6 FTE, according to the School's academic workload allocation model

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>

The College of Design and Social Context

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society.

Comprised of nine schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience.

We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice.

Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice.

The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally.

For more information see www.rmit.edu.au/dsc

School of Design

The School of Design is a School comprised of the disciplines of Industrial Design, Digital Design and Communication Design.

The School builds on RMIT's leading national and international reputation in design education by creating a specific focus on emerging areas such as UX and service design, design strategy and virtual and augmented reality.

It comprises approximately 85 academic and 10 professional staff and over 2700 EFT undergraduate and postgraduate students with expectations of growth.

For more information visit www.rmit.edu.au/about/schools-colleges/design.

Position Summary

The Associate Dean, Digital Design is accountable for providing strategic and academic leadership and management for the discipline, consistent with RMIT's strategic plans and objectives and for contributing at a senior level to the strategic planning and development of the School.

The Associate Dean, Digital Design is a member of the School executive team and is required to work collaboratively with staff across the School to ensure that the School achieves its strategic objectives.

The incumbent works with Associate Deans Discipline in other DSC Schools to support cross-disciplinary practices and networks. They collaborate with the Associate Dean Learning and Teaching and Associate Dean Research and Innovation to identify discipline-specific opportunities which draw together the agendas for research and education.

The successful candidate will enter the post during a cycle of refreshing the Digital Design programs under what is known as the RMIT Curriculum Architecture Review, and they will support Program Managers and teaching teams toward the development and delivery of a future facing suite of interlinked courses.

The time fraction for the leadership role will be determined in line with the applicable workload allocation model.

Reporting Line

Reports to: Dean

Direct reports: Academics from the discipline which may include program managers.

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>

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

Academic leadership

- Provide academic leadership and strategic direction for the discipline and its suite of programs and research, consistent with College and University strategy.
- Provide advice to the School Executive Committee and Dean on strategic and policy directions with respect to the discipline's plan and its suite of programs.
- Lead the development of new programs, amendments to programs and discontinuation of existing programs to ensure quality, viability and relevance.
- Work with the Associate Dean Learning and Teaching and Program Managers on academic policy implementation, particularly with respect to all aspects of the quality assurance of a suite of programs and their delivery, across all locations and modes of delivery.

- In collaboration with the Associate Dean, Research and Innovation, ensure that research activity in the discipline is focussed on agreed strategic priorities and that research outcomes contribute to the positioning and strengthening of the School.
- Provide leadership in the transition from Reconciliation to Responsible practice, working with Associate Dean Learning and Teaching and Associate Dean, Research and Innovation across all practices.
- Maintain academic and professional standing and currency by engaging in a program of academic and professional activity and development.

Engagement and Partnerships

- Represent the discipline, and maintain effective external alumni, academic and industry partnerships, locally and internationally, to ensure currency, relevance and positioning of the discipline, its programs and research.
- Assist the Dean in the identification, development and delivery of partnership and business development opportunities, locally and internationally.
- Contribute to the wider College and University projects and initiatives related to Knowledge with Action's Direction 3, Goals 3 and 4, identifying strategic opportunities for the development of interdisciplinary and cross-sectoral collaboration both within the School and across the wider University.
- Liaise proactively with academic leaders at offshore campuses and partnerships where programs are delivered in multiple locations.

Management

- Ensure the effective management of staff within the discipline including recruitment, induction, staff development, work planning and performance review.
- In collaboration with the Associate Dean Learning and Teaching regularly review scholarly practice and performance and capability development plans related to curriculum innovation.
- Promote compliance within a suite of programs with regulatory requirements including TEQSA, Australian Qualifications Framework (AQF), ESOS (Education Services for Overseas Students) and other requirements related to accreditation and academic partnerships.
- Ensure program compliance with academic policy and regulatory requirements, participate in the School's Learning and Teaching Committee and take responsibility as a senior officer, for student conduct issues
- Ensure the allocation of resources to the discipline in a cost effective, equitable and sustainable manner, to ensure the ongoing sustainability of the discipline and its programs and activities.
- Undertake teaching and research as appropriate and as agreed with the Dean

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. Demonstrated understanding of financial management, academic management and good governance in a University context.
3. Demonstrated capacity to think strategically and to act tactically based on organisational priorities and objectives.
4. 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.
5. Ability to lead and contribute to cross-disciplinary and cross-sectoral teams.
6. Substantial record of academic, research and professional achievement in an area relevant to the discipline, and the capacity to exercise academic leadership to enhance the standing of the School nationally and internationally.
7. Demonstrated strong commitment to learning and teaching quality, research development, and industry and community engagement.

Qualifications

PhD or demonstrated equivalence, 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:	Approved:	Signature:
	Name:		Name:
	Title:		Title:
	Date:		Date: