

## **Appendix F**

Prototype Position Descriptor/Accountabilities for Deans

# The Australian National University

## Draft Position Description

**Position:** Dean of Institute (Faculty)

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### The Organisation Environment

Details of the organisation environment will be inserted when Council has determined any future organisational structure for The Faculties.

### RESPONSIBILITIES

The **academic functions** of the position are to:

- effectively represent each component School, both externally and internally
- represent the Institute (Faculty) externally and promote its good reputation to potential students and benefactors and to academics who may wish to join ANU
- develop collaborative arrangements with other universities where such relationships will benefit students and staff
- guide the development of undergraduate programs which offer students an opportunity to experience, in the later part of their degree, the research techniques and environment of the University as a whole
- guide School (Department) heads to ensure that the academic educational and research methods are appropriate to the outcomes sought and are applied consistently and fairly across the Institute (Faculty), including, where appropriate, the provision and support of information technology
- foster a culture of high performance in the Institute (Faculty)
- contribute to the formulation of University policy, and ensure that the particular circumstances of the Institute (Institute), and each of its components, are taken into account in the formulation of University policy on both academic and management matters

The **financial/management functions** of the position are to:

- articulate clear directions for the Institute (Faculty) which are consistent with the strategic direction of the University. This includes development of new courses, and phasing down of existing courses or units within degree programs, organisation restructures to better deliver courses to students within available resources, and strategies for financing new activity
- oversee the preparation of budgets and staffing plans for the constituent Schools and the Institute (Faculty) as a whole, and determine the allocation of resources between Schools
- monitor the management of the budgets across the Institute (Faculty)
- monitor the trends in student enrolments in the Institute and liaise with Student Recruitment and International Education as appropriate to ensure that numbers are appropriate to the Institute's capacity

- monitor staff loads and outputs in the Institute (Faculty) and take corrective action where necessary
- sponsor performance planning and management processes for both general and academic staff in the Institute (Faculty), and agree plans and performance goals for each head of School and for the Resource Management Unit
- co-ordinate the implementation of a quality assurance program in the Institute (Faculty)
- co-ordinate the development and implementation of a research management plan in the Institute (Faculty)
- foster a culture which both discourages harassment and discrimination and promotes and values equal opportunity and human diversity

## **ACCOUNTABILITIES**

The Dean is accountable for:

- translating the strategic directions of the University into clear directions for the Institute (Faculty) and gaining staff understanding of, and support for, these directions and their implementation at the Institute (Faculty) level
- determining the allocation of resources across and between Schools, and other academic organisational units of the Institute (Faculty)
- managing budgets in the Institute (Faculty) and optimising the budget available to the Institute, both from within the University's government allocated resources and from encouraging Institute staff to generate additional income, over and above costs, from external sources
- effectively representing each component School, both externally and internally
- implementing University policy in the Institute (Faculty)
- appointing and terminating staff in the Institute (Faculty)
- the quality of the teaching and research across the Institute (Faculty)
- the quality of outcomes for students across the Institute (Faculty), including curriculum design and delivery methods
- the reputation of the Institute (Faculty) and its constituents within the University and in the broader academic, local, national and international community
- developing and maintaining effective working relationships with other parts of the University and external bodies, including other universities
- ensuring high research productivity and quality across the Institute (Faculty)
- ensuring quality learning and research training, as measured by successful outcomes and standards of teaching and learning infrastructure
- addressing equity and diversity issues in the context of the overall strategic planning process
- overseeing and providing assistance to Schools in their progress in achieving equal opportunity objectives and associated legal obligations.