

POSITION DESCRIPTION

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|------------------------------|--|------------------------|-------------------------------------|
| Position Title | Executive Dean, Faculty of Theology and Philosophy | | |
| Organisational Unit | Faculty of Theology and Philosophy | | |
| Functional Unit | Faculty of Theology and Philosophy | | |
| Nominated Supervisor | Provost and Deputy Vice-Chancellor (Academic) | | |
| Classification | Executive | Campus/Location | Brisbane, North Sydney or Melbourne |
| CDF Achievement Level | 2) Executive Leadership | Position Number | |
| Employment Type | Full-time, fixed term | Date reviewed | August 2023 |

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research, and service.

We are a publicly funded university which has grown rapidly over recent years. Founded in 1991, we're young, but we are making our mark: ranking among the top Catholic universities worldwide. We have seven campuses in Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. The values, actions and passion of our staff make the difference, whatever role they play in our organisation: it's what staff do that defines who we are.

We value staff, offering excellent employment conditions, and foster work environments where they can grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

We have four Faculties, and several Research Institutes and Directorates. For further information about the University please visit our [website](#). All our staff contribute to the achievement of our goals set out in ACU's [Strategic Plan 2020-2023](#) and aim to provide high quality services with a strong focus on service excellence. We are currently undertaking consultation which will result in a new ten-year strategy: *Vision 2033*.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

Our staff champion these values, to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Ethics)
- Vice President and Director (Mission and Identity).

POSITION PURPOSE

The Executive Dean, Faculty of Theology and Philosophy provides academic leadership and operational management for the Faculty, in accordance with the ethos of the Australian Catholic University. This leadership role involves advancement of the national Faculty of Theology and Philosophy, its schools, centres and institutes consistent with the university's mission, strategic direction and identity as a Catholic higher education institution.

The Executive Dean is responsible for delivering all elements of academic activity in theology, philosophy and studies of religion, including growing enrolments to maintain and strengthen ACU's pre-eminent position in these disciplines both nationally and internationally. The Executive Dean is responsible for research activity across the faculty's schools, centres and institutes and is supported in this endeavour by research institute leaders. The Executive Dean plays a key role in supporting course innovation and improving the student experience, developing a distinct graduate focus that utilises the education-research nexus based in the faculty's research strengths.

The Executive Dean will work collaboratively with Catholic partners, the Church, international Catholic universities and other stakeholders on shared goals.

The role requires the Executive Dean to motivate and communicate effectively with staff, students and external stakeholders of the university and to manage the Faculty's resources to achieve the best outcomes for the university.

The Executive Dean acts as Head of the Faculty Board and contributes to the successful development, learning, professional accreditation, and employment outcomes of all students.

The Executive Dean is supported by the Associate Dean Learning and Teaching, the Associate Dean Research and the Faculty Manager.

DIMENSIONS

| Key Dimensions | Number of reports / \$ Value of Operating Budget |
|--|--|
| Number of Direct Reports: | 15 |
| Number of Indirect Reports: | Approximately 63 |
| Annual Operating Budget of position: | \$ |
| Operating Budget of Organisational Unit: | \$ |
| Annual Operating Budget of ACU: | \$562 million |

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. Some of these are listed below:

[ACU Strategic Plan 2020-2023](#)

[Catholic Identity and Mission](#)

ACU People Plan 2022-2025

[Higher Education Standards Framework](#)

Key Responsibilities

| Key Responsibilities specific to this position | Key Performance Criteria |
|---|---|
| Strategic planning and management: <ul style="list-style-type: none"> Identify and develop annual strategic goals for the Faculty consistent with the strategic goals and mission of ACU. Create accountability and drive change through establishing and implementing structures and processes to facilitate the achievement of the Faculty's strategic goals. Establish performance indicators against which goal achievement can be measured. Provide leadership that encourages Faculty commitment to the university's strategic direction and priorities. Advance the national and international standing of the Faculty and its contribution to the Catholic tradition of higher education. | <ul style="list-style-type: none"> Alignment of faculty strategic goals and programs with the strategic plan of the university. Performance indicators are developed, measured and goals achieved against the faculty and organisational strategic plan. Contribution to the advancement of the Faculty's national and international profile. |
| Education Strategy, Academic Governance and Quality: <ul style="list-style-type: none"> Facilitate and support the implementation of the University's Education Strategy and lead its implementation in the Faculty. Lead the development and review of all new and existing award and non-award courses within the Faculty with a focus on quality enhancement of coursework and the development of research coursework pathways to higher degree research, ensuring excellence and innovation in learning and teaching, course viability and sustainability. Lead the development and implementation of academic and course governance processes within the Faculty ensuring engagement with appropriate governance channels, alignment to university processes, TEQSA and Higher Education Standards and relevant professional accreditations. | <ul style="list-style-type: none"> Alignment of faculty initiatives with the university's Education Strategy. All academic programs are compliant with the university's Academic Regulations. Award and non-award courses support the delivery of high-quality education. Feedback from staff and students on the quality of the Faculty's academic offerings through various official surveys. Alignment of Faculty academic course governance processes with university policy, compliance and accreditation requirements and best practice. |

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| <ul style="list-style-type: none"> • Lead the successful implementation of the Faculty's Equity and Inclusion Plan, ensuring achievement of student profile in key areas (e.g., low SES, ATSI, Veterans, etc). • Facilitate a culture of continuous improvement of the student experience and engagement through quality learning and teaching. • Monitor and report on internally and externally generated indicators. | <ul style="list-style-type: none"> • Enhanced student services and learning experiences as well as academic development that meet expressed student and staff needs. |
| <p>Research Strategy:</p> <ul style="list-style-type: none"> • Facilitate and support the implementation of the university's Research Strategy. • Lead initiatives to build the research profile and performance of academic staff within the Faculty including those in its schools, centres and institutes, in collaboration with the Office of the Deputy Vice Chancellor Research and Enterprise, external organisations and partners. • Promote excellence in research training. • Promote the integration of education and research within the Faculty. • Build a culture of collaborative research within the Faculty and with other faculties of ACU as well as external organisations and partners. • Support Faculty staff to gain research grants and foster research partnerships. • Work with Advancement and Alumni team to foster philanthropic engagement. | <ul style="list-style-type: none"> • Alignment of Faculty initiatives with the university's Research Strategy. • Contribution to growth of the Faculty's research income through the leveraging of partnerships and collaborations. |
| <p>Partnerships, Engagement and Representation:</p> <ul style="list-style-type: none"> • Lead strategic partnerships and maintain effective relationships with relevant organisations such as national and international universities, government and education bodies, Church and organisations within the Catholic System. • Promote Faculty community engagement initiatives with local, national and international organisations. • Manage the demands of diverse stakeholder groups including students, alumni, industry and government in the delivery of the Faculty's teaching, research and engagement activities. • Represent the university or act as a delegate of the Provost on relevant external committees, working groups and events and to promote the university's mission, strategies and achievements. | <ul style="list-style-type: none"> • Effective internal and external relationships/ partnerships implemented, and goals achieved. • Contribution to the advancement of the Faculty's national and international profile. |

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| Leadership and Management <ul style="list-style-type: none"> • Develop and maintain a staffing profile that positions the Faculty and its organisational units sustainably for the future. • Provide leadership, direction and information to staff to support the delivery of services and goals, including through change. • Encourage a culture of performance excellence and lead processes that review and provide feedback to staff on performance. • Provide opportunities for staff to engage in professional development activities and mission focused formation activities, both technical and non-technical. • Implement ACU's People and Capability policies and procedures and workforce planning processes. | <ul style="list-style-type: none"> • Compliance with People and Capability policies and procedures. • Leadership development of staff members. • Staff feedback and level of satisfaction. |
| Operational, Financial and Safety <ul style="list-style-type: none"> • Develop and review processes to ensure effective operational management of the Faculty. • Within the allocated budget, develop the Faculty's detailed budget including allocation of funds across constituent schools, centres, institutes and various programs. • Monitor spending of the annual budget to ensure sustainability and appropriate resource management. Provide approval for expenditures where necessary. • Develop and implement strategies for attracting and diversifying sources of revenue. • Promote workplace health and safety and proactively monitor and address risks. | <ul style="list-style-type: none"> • Annual expenditures do not exceed approved budgets. • Contribution to diversification of the Faculty's revenue through the leveraging of partnerships and collaborations. • Appropriate risk assessment and management has occurred. • |

SELECTION CRITERIA

Qualifications, Skills, Knowledge, and Experience

| Qualification Description | | Qualification Type (Experience, Knowledge, Qualification, Skill) |
|---------------------------|---|---|
| 1. | A doctoral qualification in theology or philosophy and a significant internationally recognised record of academic and scholarly achievement in the relevant areas, including significant evidence of professional standing and reputation internationally. | Qualification and Experience |
| 2. | Demonstrated ability to provide academic leadership with impact in teaching and learning, research and scholarship, professional activities, international education and community engagement in the fields of theology and philosophy, as well as engagement of Catholic stakeholders. | Experience and Skill |
| 3. | Demonstrated strategic leadership and operational management skills to confidently lead future success nationally, across multiple campuses operating within state contexts; utilising business acumen, managing and leading change. | Experience and Skill |
| 4. | Well informed on the tertiary education sector in Australia and sound appreciation of the demands of managing and advancing a contemporary Faculty in a rapidly changing environment. | Knowledge |
| 5. | Evidence of ability to plan and deploy human, financial and other resources effectively, including proven ability to manage budgets and to analyse and evaluate decisions. | Skill |
| 6. | Experience in establishing strong relationships, partnerships and commercial agreements with external bodies, including the Church, both domestically and internationally. | Skill |
| 7. | Demonstrated capacity to attract external funding to support research and teaching. | Skill |
| 8. | High-level communication skills and interpersonal ability to promote an excellent relationship with all levels of the Faculty, the wider University and the community outside it, including engagement with external stakeholders. | Skill |
| 9. | Applicants should demonstrate commitment to cultural diversity and ethical practice principles and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment. | Knowledge |

CORE COMPETENCIES

Live ACU's Mission, Vision and Values; Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values, is a mandatory core competency of all positions at ACU.

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| CDF11 | Apply Commercial Acumen: Understand the business environment in which ACU operates and adopt a University-wide point of view to seize opportunities and improve commercial viability. | |
| CDF21 | Adapt to and Lead Change: Display openness and resilience, inspire others to change and act to make change happen with ACU's interests, strategic goals and Mission at the heart of all outcomes. | X |
| CDF31 | Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the ACU Service Delivery Model . | |
| CDF41 | Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. | |
| CDF51 | Communicate with Impact: Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. | |
| CDF61 | Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. | X |
| CDF71 | Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. | X |
| CDF81 | Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. | |
| CDF91 | Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information. | X |


ESSENTIAL ATTRIBUTES

"Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment."

WORKING WITH CHILDREN AND/OR VULNERABLE PEOPLE

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| This position requires a Working with Children Check (WWCC) and/or Work with Vulnerable People Check (WWVP) (ACT only) | |
| The position interacts with primary or high school aged students as part of the duties of the position. | |
| The position engages with children on a one on one setting. | |
| The child related activity and engagement is research related. | |
| The child related activity and engagement takes place offsite (outside the University campus) | |
| The position does not require a Working with Children Check (WWCC) | X |

COMPETITION AND CONSUMER PROTECTION TRAINING

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| Please  tick the box if Competition and Consumer Protection training is required for this position | X |
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POSITION EVALUATION

Key Challenges and Problem Solving:

- Fostering a high quality innovative academic environment.
- Identifying and generating support for research initiatives in order to develop a more research focussed culture and strengthen the research profile of the Faculty and University.
- Generating additional sources of revenue and ensuring that those sources are being identified and generated by an appropriate mix of staff across schools, centres and institutes, and campuses in order to minimise risk.
- Continual quality review and improvement of all teaching and learning activities.
- Ensuring the University's mission is evident so that all students are developed holistically as well as professionally.
- Balancing the provision of strong academic leadership with the operational management activities required for the smooth functioning of the Faculty.

Decision Making / Authority to Act:

| Decisions Expected | Decisions Recommended |
|--|--|
| <ul style="list-style-type: none"> • Management of the workforce profile of the Faculty. • Development of strategic approaches that build and develop education and research partnerships with key external partners. • Develop initiatives to strengthen the education-research nexus. • Develop initiatives to increase collaboration. • Form appropriate subcommittees to the Faculty Board to manage the business of the Faculty efficiently and effectively. | <ul style="list-style-type: none"> • Determine the most effective and impactful initiatives and programs to generate income for ACU. • Make recommendations pertaining to the enhancement or reduction of services to students. • Make recommendations based on the financial viability of courses. • Contribute to the develop and review of policies |

Communication / Working Relationships:

| Key Relationships | Purpose |
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| Internal: | |
| Provost | Collaborate, under broad direction of the Provost, to advance the strategic goals of the Faculty in alignment with the university's strategic direction |
| Faculty academic staff | Empower academic staff to engage with all aspects of academic endeavour to deliver the strategic goals of the Faculty |
| Faculty professional staff | Ensure efficient operational management of Faculty activities and support to academic staff. |
| External: | |
| Stakeholders, including Church, relevant industry and Catholic sector partners | Collaboration to advance mutual goals. |
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| Committee Participation: | |
| Faculty Board | Chair |
| Vice Chancellor's Advisory Committee, Academic Board, sub-Committees of Academic Board | Member |

For further information about structure of the University refer to the [Organisational Chart](#).