Position Accountability Statement (PAS)

November 2008

Position title | Associate Dean (Learning & Teaching)
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Faculty | Nursing & Midwifery
Occupant | New Position
Academic Level/loading | Incumbent will receive a personal loading to Academic Level C if below; if Academic Level C or above, the incumbent will be paid a managerial responsibility loading.
Term | 3 years, with the possibility of a further term
Reports to | Dean of Nursing & Midwifery
At the conclusion of the term, the appointee will revert to their substantive position in the Faculty. Performance agreements are reviewed annually.
Manages | Director, Post Registration and Postgraduate Advanced Studies Programs
Director Preregistration programs (incorporating Coordinator of Master of Nursing (GEMs) and Bachelor of Nursing (Pre-reg))
Director, International Programs (Singapore/Malaysia and onshore BN Post Reg)
Director, International Programs (UAE and new intitatives)
Quality Advisor
Internal work contacts | Dean – Faculty of Nursing & Midwifery
Associate Dean (Research)
Faculty Manager
Faculty Accountant
Marketing and Communication Manager
Other Managers – tba
Admin Officer
Other Faculty representation
HR Relationship Management
External work contacts |

Overall purpose
The primary role of the Associate Dean (Learning & Teaching) is to lead the Learning and Teaching management teams, alongside the Dean of the Faculty by providing strategic and operational management for teaching and learning activities throughout the Faculty. In particular, the role is focused on creating an environment that promotes both courses of study and teaching and learning opportunities aligned with university and faculty plans and strategic priorities, fostering excellence and innovation in teaching and learning and achieving successful outcomes for the faculty and university.

In collaboration with the DVC (Education) and the Office of Teaching & Learning, the Associate Dean (L&T) identifies and facilitates links between the USYD and local, national and international teaching and learning bodies and seeks to enhance the teaching and learning profile of the faculty and university.

As a senior leadership role, the position contributes to the Faculty Executive on planning and broader strategic matters. It will also be a strong advocate and representative for the faculty and university, both on internal and external committees and in community, higher education and professional forums.

This position provides leadership to other academics in curriculum, resource, program and subject design, assessment, development, management and review to ensure that learning and teaching reflects best practice. They will lead scholarly activities that influence and enhance the learning and teaching within the Faculty and play a key role in high quality subject delivery and learning support materials, optimizing the use of web based platforms, electronic library information systems and their teaching and learning systems developed for use in the University of Sydney. As part of their responsibility for the quality assurance of teaching programs, they will contribute significantly to the internal and external review and accreditation of the Faculty’s various academic programs.
Key Results Areas

1. **Learning and Teaching**
   - Assist the Dean and formal Faculty committee(s) in the development and oversight of the implementation of the Faculty’s learning, teaching and quality strategies, policies, procedures with Directors, Coordinators, Advisors and teaching teams;
   - Mentor staff and/or arrange mentoring of Faculty staff in relation to best practice in teaching and learning; as well as ensuring that staff development opportunities are available in relation to enhancing the effectiveness of teaching staff;
   - Encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations;
   - Monitor and report on achievement of lead, lag and performance indicators relevant to learning and teaching and student experience;
   - Promote effective learning environments that support student retention and learning success with particular emphasis on first year experience, real world learning and transition to professional practice.
   - Facilitate working relationships on learning and teaching matters within and across faculties and divisions.

2. **Community & Professional Engagement**
   - Promotes the work of the Faculty and University in the community, higher education and professional forums;
   - Encourage and promote strong external community input into the faculty's academic programs including professional organisations and employers, and through professional accreditation processes, where appropriate;
   - Collaborate with other faculties in the University to identify common areas of interest and best practice principles in learning and teaching

3. **Service to the University**
   - Serve as an active member of the University’s Curriculum Learning and Teaching Committee/s
   - Participate with the DVC (Education) and other Associate Deans in the development of the University’s teaching and learning policies;
   - Participate in other Faculty and/or University committees as required by the role
   - Serve as acting Dean when the Dean is away on leave or away from campus on University business

4. **Financial management**
   - In consultation with Faculty Management Committee and Faculty Accountant, prepare budgets around salary and non-salary operating costs for L&T program areas
   - Monitor performance against budget and provides updated forecasts (quarterly)
   - Review and provide annual recommendations as part of the budget development process

5. **People management**
   - In consultation with the Dean, oversee HR planning, work pattern planning, staff profiling, PM&Ds, SSP, Leave, recruitment, retention, orientation, Academic Promotions, Faculty Schemes, case management and change management in relation to academic staff.
   - Develop and implement a transparent work pattern planning to determine and record academic staff workloads
   - Undertake a review of the academic positions in learning and teaching of the Faculty. Develop and implement a staff profile plan to suit current and future needs.
Key Performance Indicators

1. Develop and implement L&T plans and strategies which will allow the development and expansion of the Faculty.
2. Active representative of the Faculty, at University and industry level.
3. Oversee course reviews, development and implementation of revised program offerings.
4. Demonstrated strategies and achievements to improve quality of programs and course delivery.
5. Improved results in student feedback mechanisms, student recruitment and retention and graduation destination information.
6. Effective management of resources, including: programs, financial sustainability, human resources and infrastructure.
7. Provide a high quality working environment which will allow staff to develop their full potential in both their teaching, clinical and research aspirations.