POSITION DESCRIPTION

Position Title: Head of Department – Higher Education, Business and Hospitality

Reports to: Head of Faculty Business, Hospitality and Primary Industries

Time Fraction: Full Time (38 hours per week)

Location: You are employed to work at Melbourne Polytechnic which is a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Head of Faculty for your area.

Date of Preparation: February 2015

PRIMARY OBJECTIVES

• Coordinate operational and academic management and supervise the promotion and delivery of the higher education programs in the Department of Business and Hospitality.
• Lead the strategic planning for growth and development of the Department of Business and Hospitality degree portfolio through developing innovative industry and professional partnerships.
• Provide a leadership role in the development of the relevant programs and the staff within the department.

ORGANISATIONAL ENVIRONMENT

About Melbourne Polytechnic

Melbourne Polytechnic is a leading Australian TAFE institute based in Melbourne, with seven campuses stretching from the inner metropolitan suburbs to Ararat in western Victoria, and an additional four training centres for primary industry and English language studies.

Quality vocational training and higher education is delivered to Melbourne Polytechnic students within modern, industry-standard specialist facilities and Melbourne Polytechnic owned commercial enterprises which provide services such as restaurants, exhibitions, concerts, hairdressing and massage to the public, and retail sales of Melbourne Polytechnic wine, plants, fish and meat products. The broad range of innovative training programs have
been designed and developed with industry consultation to ensure the best employment outcomes.

In addition, Melbourne Polytechnic provides a range of educational and consultancy services to students and clients in Australia and internationally; including customised training programs for industry and government clients, the International English Language Testing System (IELTS), and English language and vocational training to students at 25 partner universities, private institutes and colleges in China, Hong Kong and Korea.

Melbourne Polytechnic offers approximately 405 nationally accredited and 86 institute-accredited vocational courses and in excess of 39 TEQSA accredited Higher Education programs. Full and part time students in 2014 exceeded 45,000 in domestic and international on-shore enrolments and 14,880 offshore enrolments in educational partnerships across Asia.

REPORTING RELATIONSHIPS:

**Head of Faculty, Business, Hospitality and Primary Industries:** The Head of Department (HOD) reports to the Head of Faculty Business, Hospitality and Primary Industries operationally. The Head of Faculty Business, Hospitality and Primary Industries provides educational leadership and is responsible for the management and planning of the faculty to ensure the delivery of quality programs and services and the effective and efficient use of all faculty’s resources.

The HOD will have a close collaborative relationship with the Associate Professor Learning and Teaching and the Higher Education staff in the Student Experience and Educational Enhancement on matters relating to the maintenance of academic standards.

**Lateral:** Heads of Department in other higher education cluster areas.

**Subordinates:** Heads of Programs in the Business and Hospitality department. Higher education teaching and support staff engaged in the Faculty of Business, Hospitality and Primary Industries.

ROLE OF THE DEPARTMENT:

The Department (Higher Education: Business and Hospitality) delivers a suite of programs in business, information technology and hospitality within the Faculty of Business, Hospitality and Primary Industries. The applied, vocational degrees are designed to provide academic knowledge learned and applied in context. They combine high-level technical and specialised knowledge with employment skills. The role of the department is to promote and participate in the delivery of higher education degrees in Business and Hospitality. The Department liaises and interacts closely with VET departments in the Faculty and across the higher education portfolio at Melbourne Polytechnic.

ROLE OF THE POSITION’S SUPERVISOR:
The Head of Faculty Business, Hospitality and Primary Industries provides educational leadership and is responsible for the management and planning of the faculty to ensure the delivery of quality programs and services and the effective and efficient use of the faculty’s resources.

ROLE OF THE POSITION

As Head of Department (Higher Education: Business and Hospitality) you will be required to:

- Coordinate operational matters and manage the promotion and delivery of the higher education programs in the Department of Business and Hospitality.
- Lead the growth and development of the Department of Business and Hospitality degree portfolio through developing innovative industry and professional partnerships.
- Provide a leadership role in the development of the relevant programs and the staff within the department.
- Take responsibility for the performance management of the Academic staff within the Department of Business and Hospitality collaboratively with the Head of Faculty.
- Have substantive academic responsibility for the degree programs in the Faculty related to identified professional expertise.
- Pursue and undertake relevant research and/or scholarly activities in keeping with the strategic direction of the Faculty and Melbourne Polytechnic.
- Develop effective strategies for course promotional activities and student recruitment.
- Contribute to the overall management of higher education programs at Melbourne Polytechnic through participation on committees, academic administration, participation in promotional activities and representing Melbourne Polytechnic in professional groups and the wider community.
- Maintain professional competency in the appointee’s own area of expertise.

KEY SELECTION CRITERIA

The successful applicant must have:

1. A doctoral qualification in Business, Accounting, Information Technology, Hospitality or any closely related discipline; or postgraduate qualifications and substantial equivalent professional experience in a business related field.
2. A demonstrated record of academic excellence and leadership in a higher education setting, preferably a university.
3. Evidence of success in student recruitment, innovative program development and educational quality improvement.
4. Substantial evidence of teaching innovation and effectiveness including flexible learning in a tertiary setting, and demonstrated ability to lead, develop and mentor research and teaching teams.

5. Highly developed interpersonal and relationship building skills to liaise effectively with relevant industry and professional stakeholder groups.

6. Established record of research and / or scholarship in the Business disciplines relevant to the faculty.

7. Demonstrated record of successful collaborative projects with industry and/or the professions.

8. Confirmed ability to transfer knowledge, concepts, understanding and skill to colleagues, clients, groups and individuals.


**Safety Issues Significant to the Position**

Manual Handling as it applies to an office environment.