



MELBOURNE POLYTECHNIC

Position Description

Position Title: Chair, Academic Board	Department: Academic Governance
Position Reports to: Melbourne Polytechnic Board	
Direct Reports: Nil	
Position Description Issue Date:	27 September 2017
Location: Preston campus.	
For all Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly, you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

About Melbourne Polytechnic

Melbourne Polytechnic offers a range of degrees, diplomas and certificates across the higher education and vocational training spectrum, through a network of six metropolitan campuses in Melbourne and a regional campus in Ararat.

At Melbourne Polytechnic, academic governance is concerned with the integrity of the core education activities of learning, teaching and scholarship and in particular the structures, policies and processes that ensure quality outcomes.

The chief functions of the Academic Board are to:

- advise the Melbourne Polytechnic Board on curriculum, learning and teaching, and other academic matters and issues which affect academic excellence;
- assure the quality and integrity of the Polytechnic's academic functions, education and training programs; and
- approve and monitor the implementation of policies and processes on academic matters.

The membership of the Academic Board comprises the most senior academic and education management staff of the Polytechnic, representatives of the Melbourne Polytechnic Board, external members from universities and other tertiary education providers, representatives of industry and the professions, and elected staff and student members.

The Academic Board is assisted in the fulfilment of its functions by two standing committees (Applied Research & Partnerships Committee and Learning & Teaching Committee) and oversees the academic governance function of the Polytechnic's six Schools.

The Academic Board reports on its activities to the Melbourne Polytechnic Board of Directors.

Position Purpose

Melbourne Polytechnic is seeking to appoint a Chair to the Academic Board who is independent of the enterprise management of the Polytechnic.

The Chair will be required to:

- provide leadership to the Academic Board and the academic governance processes of the Polytechnic;
- chair meetings of the Academic Board and regularly report to the Melbourne Polytechnic Boards of Directors on the activity of the Academic Board; and
- ensure that the Academic Board fulfils its responsibilities and terms of reference and consult regularly with relevant stakeholders and Executive Management on academic matters.

Qualifications and Experience

The appointee will have postgraduate qualifications and extensive experience in a senior educational management or leadership role in a university or tertiary education provider, encompassing learning and teaching, educational strategic development and academic governance.

The position requires an understanding of both Higher Education and Vocational Education and Training. Experience at a senior level in the academic governance of a dual sector education provider will be highly advantageous, especially experience in leading an academic board, education committee or high-level academic governance body.

Workload and Support

The Academic Board meets five times a year (bi-monthly from March to November) and additionally as may be required to fulfil its functions. The position of Chair will have a nominal workload allocation of five days per meeting.

The Chair will be available as required to acquit the functions and responsibilities, including by telephone, email, video conference and in person, in order to oversee the preparation of meeting papers and reports, provide advice, conduct the meetings of the Academic Board and lead academic governance across the Polytechnic.

The Chair will demonstrate a commitment and performance commensurate with the time allocated and will be supported by the Executive Officer of the Academic Board.

The Chair will be appointed for two years with an option for a further two-year extension. Remuneration will be by negotiation, based on a minimum commitment of 25 days per year.

Key Relationships

Internal

Chief Executive Officer
Melbourne Polytechnic Board of Directors
Head, Educational Quality
Executive Officer of the Academic Board

External

Nil

Key Selection Criteria

- Postgraduate qualifications, preferably to PhD level.
- Extensive experience in a senior educational management or leadership role in a university or tertiary provider, encompassing learning and teaching, educational strategic development and academic governance.
- An understanding of both Higher Education and Vocational Education and Training.
- Experience at a senior level in the academic governance of a dual sector education provider will be highly advantageous, especially experience in leading an academic board, education committee or high-level academic governance body.

Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Quality
- Fairness
- Integrity
- Collaboration
- Respect For The Individual
- Respect For The Environment
- Creating Opportunity Through Effort
- Personal Growth Through Knowledge

Safety Issues Significant to the Position

N/A

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures

- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off

Employee's Name

Department Manager's Name

Employee's Signature

Department Manager's Signature

Date: / /

Date: / /