

JOB DESCRIPTION

REFERENCE NUMBER:	AP1012
JOB TITLE:	Deputy Vice-Chancellor: Teaching & Learning
LOCATION:	Kimberley
BACKGROUND TO POSITION:	The DVC: Teaching & Learning is responsible for assisting the Vice-Chancellor and Principal in performing his/her duties in terms of the Act and the SPU statute. The incumbent is further responsible for the management of the core academic functions of the University, inclusive of people, budget, financial and health and safety management responsibilities.
KEY PERFORMANCE AREAS:	1. Strategy Development and Execution: • Actively support the Vice- Chancellor in the leadership and management of the University • Ensure the effective implementation of the University's mission, vision, values and strategic priorities • Support and guide the following portfolios: ○ Academic leadership, planning and professionalization in the areas of teaching and learning ○ Establish and management of academic support services ○ Interacting with external partners, including government, local and international universities, alumni, business and local communities, and donors (fundraising) ○ Quality assurance and enhancement ○ Risk management ○ Performance of various representative and ceremonial functions • Embed an institutional and performance culture that supports the implementation of the SPU mission, vision, values and strategic priorities • Oversee the induction of all new and current academic and support staff in Schools/Faculties on: ○ SPU vision, mission, values and strategic priorities ○ Strategic priorities of the

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Schools/Faculties

2. Policy and Procedure Development:
 - Oversee relevant policy and procedure development and implementation for the academic environment
 - Review current policies and procedures and develop new policies and procedures where necessary
 - Provide continuous feedback to line management and staff on implementation practices related to policies and procedures

3. Teaching and Learning:

Curriculum and programme development

- School/Faculty development (courses, workshops and consultations)
- Oversee Curriculum development, review, renewal and transformation
- Expand the teaching programmes and focus on the niche areas

Enhancement

- Ensure access to learning resources
- Ensure access to student academic development and support, etc
- Provide input into the availability of quality infrastructure to support the academic project

Review

- Ensure regular reviews of academic programmes and agree upon improvement targets with Schools/Faculties

4. Continuous Professional Development:
 - Development and support of short courses platform

5. Educational Scholarship:
 - Strengthen the structures, strategies, processes, and programmes that facilitate career capacity development and enhancement for academic staff

6. Quality Assurance and Risk Management:

Quality Assurance

- Promoting innovation in the academic, operations and general administration

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- across Schools/Faculties
- Further, develop and implement the quality assurance system to meet both internally set standards and the requirements of relevant external bodies

Risk Management

- Provide risk reporting
 - Implement plans for identified risks within the Schools/Faculties
 - Oversee the identification and avoidance of all risk elements in the School's/Faculty's activities
7. Safety, health and environmental management:
- Responsible for section 16 (2) responsibilities assigned by OHS Act
 - Ensure compliance with SHE policies and procedures
8. Resource Management: Human Resources:
- Lead, manage and develop direct reports
 - Review structures for their appropriateness to assist the DVC's Office in achieving its strategic priorities
 - Develop the DVC's Office workforce plans together with HR to ensure adequate resource planning, budgeted and are aligned to transformation targets
 - Provide oversight in the recruitment and selection process for direct reports
 - Support the achievement of equity targets and the transformation of the institutional culture
 - Oversee the induction and probation of all new staff
 - Drive performance contracts and regular reviews for all staff
 - Provide oversight in the training of all staff on performance management process and system
 - Implement performance contracts for all staff and ensure regular reviews
 - Drive the staff development conversations and development plans

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- Develop a training budget
- Implement performance contracts for all staff and ensure regular reviews
- Drive the staff development conversations and development plans
- Develop a training budget
- Drive and promote sound employment relations
- Human resource administration
- Manage staff leave as per SPU policy
- Sign off relevant documentation needed

9. Resource Management: Budget and Finance:

- Resource Management: Budget and Finance
- Prepare and report on:
 - Annual staffing and operating budget and Capex
- Manage expenditure according to the approved annual budget
- Asset management

10. Monitoring, Evaluation and Reporting:

- Oversee the effective implementation of reporting systems
- Monitor organisational indicators, identify problem/ concern areas and communicate to relevant stakeholders
- Identify trends and issues in Portfolio Areas and communicate to relevant stakeholders
- Develop relevant reports as and when required
- Research and implement best practices
- Submit additional reports/data as required by legislation and/or the University

INHERENT CRITERIA:

Minimum Qualifications:

- A PhD or doctoral degree from a recognized University. An outstanding academic with an established track record and at least 8 years' experience in a senior leadership role in an academic institution, such as a Dean

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or Senior Head of Academic Department.

Minimum Experience:

- Has demonstrated a track record managing a complex portfolio, running a unit of a reasonable size
- Has a successful record of leadership and teamwork
- Innovative leadership in devising curricular and co-curricular strategies for graduates to be ready for the future world of work
- Proven record of developing, mentoring and supporting others
- Has the ability to mobilize and inspire others toward shared goals
- Understands the operations and affairs of a university environment
- Understands institutional cultural transformation and organizational alignment
- Can think strategically and operationalise this into plans and projects
- Knowledge and experience in digital scholarly resources, online learning and technology.
- Can plan and manage budgets

Specific requirements for portfolios Teaching and Learning:

- Understands developments in the higher education arena locally in South Africa, and further afield
- Has experience with developments in e-Learning in a university environment
- Familiarity with innovation systems and approaches

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.
- SAQA evaluation certificates for qualifications obtained outside of South Africa.

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To apply please forward your application quoting reference number **AP1012** to Genevieve Michel c/o to: dvctl@talenting.co.za