

JOB DESCRIPTION

REFERENCE NUMBER: AP1148

JOB TITLE: Executive Dean: Applied and Computer Sciences

LOCATION: Vanderbijlpark

BACKGROUND TO POSITION: **MAIN PURPOSE OF THE JOB**

The purpose of the position is to take responsibility for the academic leadership and management of the Faculty through the provision of a high-quality, technically advanced and cost-effective educational service in alignment with the strategic objectives of the University. The incumbent will report to the DVC: Teaching and Learning and serves on various committees, including the Senate and Faculty Board. Further responsibilities include people management, budget and financial management and health and safety management.

KEY PERFORMANCE AREAS: **KPA 1) Strategy Development and Embedding a Performance Culture Strategy Development and Execution**

Strategy Development and Execution

- Actively supports the Deputy Vice-Chancellor in the leadership and management of the academic project at VUT
- Ensure the implementation of the VUT vision, mission and values and the implementation of strategies for the Faculty in the following portfolios:
 - Teaching and learning
 - Research (including research development and promotion)
 - Community engagement
 - Postgraduate Studies
 - Quality assurance and risk management
 - Student academic development and support
 - Co-ordinate academic activities in the areas of teaching and learning, research and community engagement at a Faculty level
- Initiate forward planning in terms of new and relevant course structures and relevant academic developments, as well as the demands for future expansion
- Develop and implement teaching and learning programmes within the Faculty's discipline/s and promote inter-disciplinary

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co-operation and innovation in curriculum development

- Set research priorities, develop research partnerships and build relevant research capacity within the relevant fields
- Establish, maintain and extend the Faculty's contact with other academic and research institutions and with the related professions
- Promote supervision and mentorship of post-graduate students
- Ensure the implementation of quality assurance standards/measures for portfolios reporting to this role
- Explore alternative funding opportunities for the core activities of the academic project of the Faculty

Embed an Institutional and Performance Culture

- Embed an institutional and performance culture that supports the implementation of the VUT mission, vision, values and strategic priorities
- Facilitate and oversee the induction of all new and current staff in the Faculty, on:
- VUT vision, mission, values and strategic priorities
- Strategic priorities of the Faculty as documented and approved in the Annual Implementation Plan

KPA 2) Resource and Operations Management

- Ensure optimal utilisation of resources – performance management - (human, financial and infrastructural) to meet the Faculty's short and long-term academic goals
- Interact with students and deal with student affairs matters e.g. admission of students, ensuring that members of staff are accessible to students and that students are treated with courtesy and consideration
- Promote healthy staff-student relations within the Faculty, and the speedy resolution of problems raised by Faculty representatives and individual students
- Ensure that the Faculty is made aware of the need for academic development programmes, where necessary in improving

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- the total student experience
- Oversee policy development and implementation in the Faculty
- Marketing the faculty
- Recruitment of post graduate students
- Quality assurance and continuous improvement
- Increasing the resources available to the University through fundraising and innovation management

KPA 3) Policy and Procedure Development

- Contribute toward the review of current policies and procedures and the development of new policies and procedures for the academic project at the University
- Provide continuous feedback to line management, staff and students on implementation practices related to policies and procedures

KPA 4) Teaching and Learning and Programme Development

Programme and Curriculum Development and Review

- Oversee curriculum development and new programme development in the Faculty
- Ensure regular reviews of academic programmes within the Faculty and agree upon improvement targets with academic Departments
- Track the latest national and international teaching and learning developments
- Lead and manage the promotion and recognition of quality teaching and learning approaches in the institution

Student Academic Development

- Ensure access to student academic development and support, etc

KPA 5) Research

- Increase percentage of academic staff rated as “research active” within the Faculty
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KPA 6) Community engagement (including partnerships and collaboration)

- Lead in producing high-value linkages and partnerships with other institutions, organisations and communities
- Inter-faculty and departmental collaboration is maximised and the selected cross-university partnerships are rendered fully effective
- Support the integration of community engagement in the teaching and learning, research and service delivery activities of the Faculty
- Further develop existing and build new multi-stakeholder partnerships with communities, civil society, government and business

KPA 7) Quality Assurance and Risk Management

Quality Assurance

- Promoting innovation in the academic, operations and general administration across the Faculty
- Further develop and implement the quality assurance system to meet both internally set standards and the requirements of relevant external bodies

Risk Management

- Oversee the identification and avoidance of all risk elements in the Faculty's activities
- Implement plans for identified risks within the Faculty

KPA 8) Safety, Health and Environmental Management

- Ensure compliance with SHE policies and procedures

KPA 9) Human Resource Management

- Lead, manage and develop direct reports
- Review Faculty structure for its appropriateness to assist the DVC's portfolio in achieving priorities
- Develop the Faculty workforce plans together

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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
- Manage performance contracts and regular reviews for all staff
- Provide oversight in the training of all staff on the performance management process and system
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- Implement performance contracts for all staff and ensure regular reviews
- Facilitate staff development conversations and development plans
- Develop a training budget for training needs
- Facilitate and promote sound employment relations
- Regular departmental meetings scheduled and conducted
- Human resource administration
- Manage staff leave as per VUT policy
- Sign off relevant documentation needed

KPA 10) Resource Management: Budget and Finance

- Develop the Faculty's Budget and provide sound financial management
- Prepare and report on annual staffing and operating budget and capex
- Manage expenditure according to the approved annual budget
- Asset management

KPA 11) Monitoring, Evaluation and Reporting

- Oversee the effective implementation of reporting systems
- Monitor Faculty health indicators, identify

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problem/concern areas and communicate to relevant stakeholders

- Identify trends and issues in Departments and communicate to relevant stakeholders
- Develop relevant reports as and when required
- Submit additional reports/data as required by legislation and/or the University

INHERENT CRITERIA:

Minimum Qualification(s)

- A Doctoral Degree in the fields of Applied and Computer Sciences, as reflected in the PQM of the faculty
- An outstanding academic with an established track record and experience as Head of an Academic Department
- Associate Professor / Full Professorship or must meet the requirements of Associate Professor according to VUT policy

Minimum Experience

- 10 years lecturing/research experience with at least five years in a managerial position, preferably in Higher Education
- Must understand the operations and affairs of a university environment
- Teaching & Learning: Understanding of developments within the teaching and learning field and in the higher education environment locally in South Africa, and further afield
- Research: Knowledge of the research funding networks and opportunities in SA and abroad; Knowledge of the innovation and commercialisation opportunities within the context of a university
- Community Engagement: Experience in the integration of community engagement in teaching and learning, Research, and service-learning activities of an academic department
- A track record of managing an academic department

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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

To apply please forward your application quoting reference number **AP1148** to Genevieve Michel c/o shireen1148@talenting.co.za