



POSITION DESCRIPTION: Dean of Learning

Position:	Dean of Learning
Employment mode:	1.0 EFT
Period of employment:	Ongoing
Reporting to:	Vice Master
Location:	Ormond College, PARKVILLE

Position overview:

Ormond College is a vibrant, busy and flourishing community. We aim to provide students with a community living and learning opportunity that will enable them to make a disproportionate difference in the world. We provide a diverse learning program for our residential undergraduate, graduate and non-resident students who are studying at the University of Melbourne.

The Dean of Learning at Ormond College is central to the leadership as well as day-to-day management of the Learning team, and to nurturing a robust and comprehensive learning program and culture.

The Dean of Learning is expected to lead the Learning team, work closely with the managers within the Student Success portfolio, participate in all meetings and activities of the Senior Management Team, and be involved in the life of the College.

Key responsibilities:

The Dean of Learning will be responsible for:

- Management of teaching, library, and administrative staff to deliver Ormond's learning program
- Administrative duties include report writing, budgeting, management of employment contracts and workflow, performance appraisals, liaison with other department heads, student academic progress reviews, arrangement and attendance at meetings
- Overseeing the organisation of special events and guest speakers
- Attendance at specific formal dinners and key Ormond events such as Open Day, ceremonial dinners etc.
- Developing and maintaining strong communication and collaboration with the Executive and other key teams to achieve the best possible student outcomes
- Maintaining strong communication channels with students
- Developing and maintaining strong links with the Intercollegiate Academic Network and the University of Melbourne.
- Management of the Library and information Networks.

Community

- Being a positive and active member of the Senior Common Room, including attending social events and all formal meetings.
- Attending ceremonial dinners of the College and other key community events.
- Modelling the values of the College and fostering a learning and community life based on integrity and respect for all of its members.
- Attending key community events in the Ormond calendar, including some Formal Halls during the Semester.

Selection Criteria:

Essential

- A deep commitment to educating young people
- Experience in academic learning and enrichment, preferably at tertiary level
- Demonstrated success in administration, project management, and/or event management
- Demonstrated capacity with data management and analysis for evidence-based student outcomes
- High degree of initiative and capacity to work independently
- Proven rapport with students
- Tertiary qualification
- Capacity to work in a team environment
- Commitment to Ormond's values.