



Charles Sturt  
University

Position Description



## Associate Dean (Research)

<Faculty>

<b>Classification</b>	Academic Institutional Leadership Position
<b>Delegation Band</b>	Delegations and Authorisations Policy (see Section 3)
<b>Nature of Employment</b>	Fixed term
<b>Date Last Reviewed</b>	March 2021

<Faculty>

<Insert name of your section>

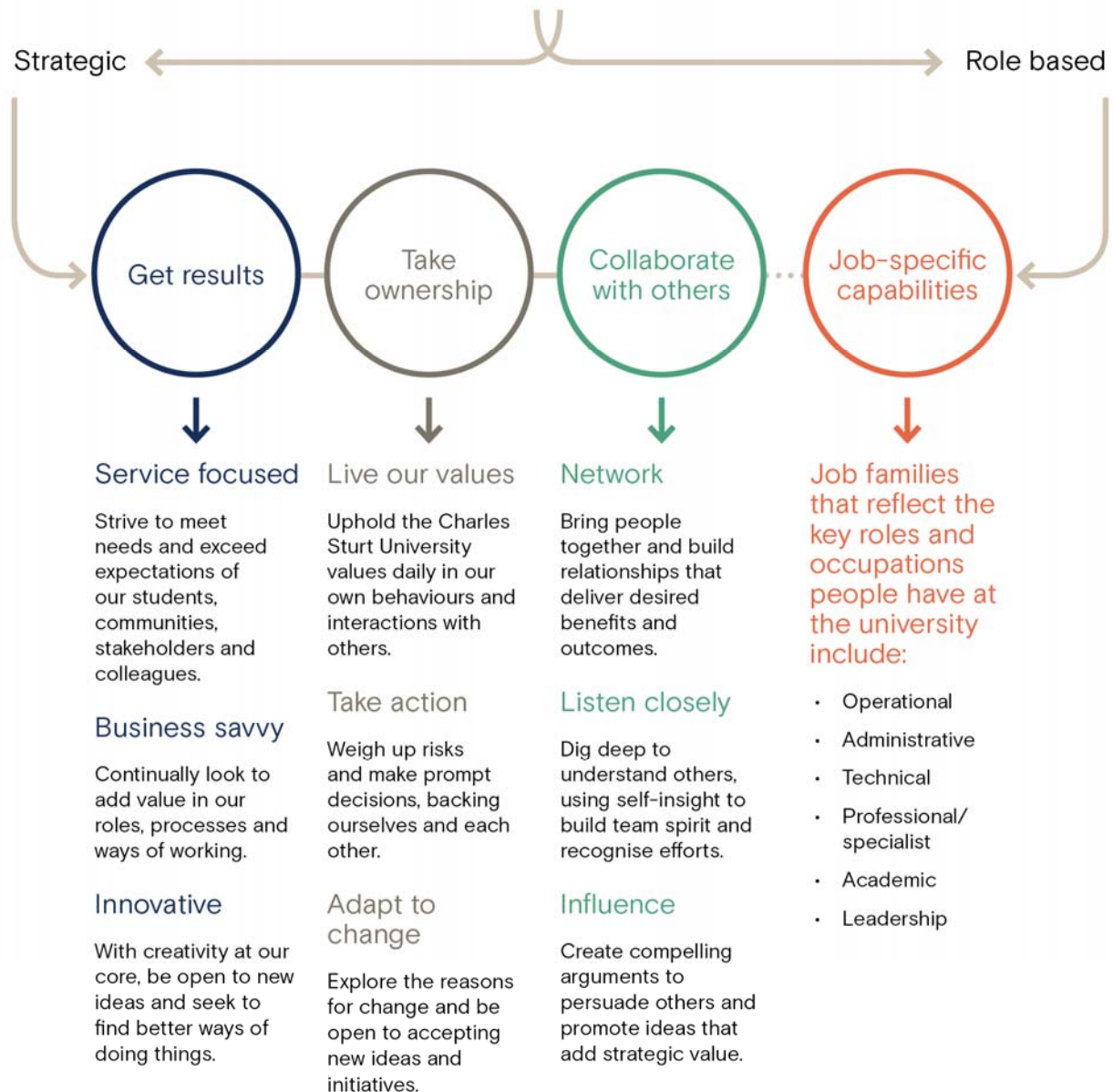
*This area is an opportunity for promoting your Faculty/School/Division/Centre to potential applicants and describing how it fits within the University structure and contributes to the University Strategy. This can be copied and pasted from your section of the Charles Sturt University website and a hyperlink should be included.*



## Our Values

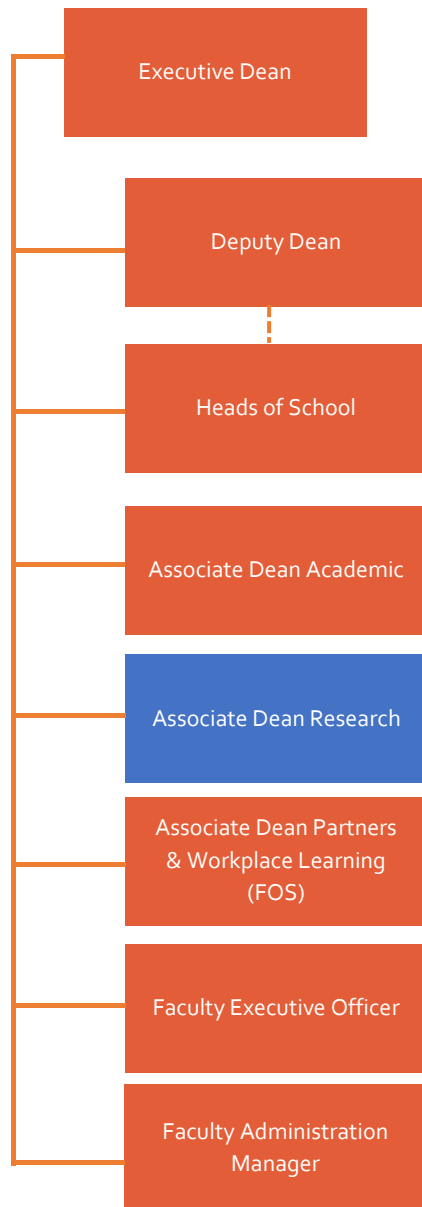


## Our Capability Framework





## Organisational Chart





## Reporting relationship

**This position reports to:** Executive Dean

**This position supervises:** Nil

## Key working relationships

- Deputy Dean
- Heads of School
- Office of the Deputy Vice-Chancellor Research and Engagement
- Office of Governance and Corporate Affairs

## Position overview

The Associate Dean works closely with the Executive Dean and provides strong academic leadership within the faculty on issues relevant to all aspects of faculty development and management. When delegated, the Associate Dean is authorised to act for and on behalf of the Executive Dean.

The Associate Dean (Research) provides academic leadership within the faculty in the research portfolio, promoting excellence in research and scholarly activity and growing research activity and quality.

## Principal responsibilities

The Associate Dean shall support the Executive Dean to:

- Develop and implement plans, policies and procedures that contribute to the Faculty priorities and University mission, values and strategies.
- Develop and manage domestic and international relationships and partnerships and build links with industry, government, the professions, and community.
- Provide leadership and support for the development of staff within a Faculty, including the recognition of emerging talent in the areas of research, teaching and administration.
- Manage academic and enterprise risk.
- Maintain, at an appropriate level, a personal profile of achievement in teaching, research and/or professional activity.
- Develop and maintain a culturally safe environment for staff and students.
- When delegated, the Associate Dean is authorised to act for and on behalf of the Executive Dean.

More specifically the Associate Dean (Research):

- Provides Faculty leadership and strategic planning to grow research activity and quality through collaborative and collegiate engagement with the Office of the Deputy Vice-Chancellor Research and Engagement.



- Leads the research and higher degree portfolio of the Faculty, promoting excellence in research and scholarly activity and ensuring the achievement of strategic objectives.
- Grows new and sustainable sources of funding and mentors and guides staff to develop competitive grant proposals and tenders.
- Grows the capacity for Higher Degree Student Supervision and oversees processes for HDR student candidature.
- Brokers the creation of effective transdisciplinary and disciplinary teams to address selected problems and act as the key point of liaison with other Faculties and University Research Centres with regard to the research agenda.
- Advises on developments within the external and internal environment that may impact on the research priorities of the Faculty.
- Oversees resources to deliver program or activity outcomes and reporting at Faculty and University level on these outcomes.
- Provides input to resource requirements as required including Faculty budget and individual research project budgets.
- Manages the implementation and usage of research systems and processes within the Faculty to provide a consistent high quality service.
- Works with Heads of School and Associate Heads of School to develop and manage the research performance of academic staff with a research work function.
- Leads the Faculty Research Committee and participates in various Faculty and University committees including the University Research Advisory Committee.
- Identifies and determines appropriate actions to address research-related operational and business continuity risks in accordance with University policy and procedure.
- Applies and promotes compliance with relevant legislation and Charles Sturt regulations policies, procedures, processes and guidelines.

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the faculty, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

#### [CONSISTENT FOR ALL ASSOCIATE DEANS]

- A. An academic appointment preferably at Level C or above.
- B. An established Scholar in a field relevant to the Faculty, with PhD or equivalent, or equivalent professional practice and standing, or evidence of equivalent reputation and standing.
- C. Demonstrated strategic leadership skills and experience in change management, innovation and developing and monitoring plans consistent with Faculty and University plans and policies.
- D. Capacity to foster a positive workplace culture and demonstrated skills in leading people and teams, and building capability to achieve organisational objectives.
- E. Excellent communication and interpersonal skills with the ability to work collaboratively across the Faculty and University, and foster relationships that extend and develop the activities of the Faculty and the University.
- F. Ability to manage and develop the finances, resources and infrastructure of the Faculty related to the portfolio.
- G. Sound knowledge of the University's policy framework, strategic directions, procedures and structures.

#### [SPECIFIC TO ADR]

- A. A record of research achievement of national and/or international standing through outstanding/distinguished contributions which meets or exceeds the Charles Sturt Research Active Definition as approved by Academic Senate.
- B. Comprehensive knowledge of the tertiary education sector, including in particular the political and policy landscape in relation to research, University governance, academic and administrative processes, equity principles and education for sustainability.

