

# Aro Tūranga | Position Description

Te Kaupeka Toi Tangata | Faculty of Arts

**Amo Matua | Executive Dean**

December 2021

## Te Tūranga | The Role

Reporting to the Tumu Whakarae | Vice-Chancellor the Amo Matua | Executive Dean will, through their mana and leadership, champion the implementation of the future vision for Te Kaupeka Toi Tangata | Faculty of Arts aligned to the UC Strategy. Through participatory and inclusive leadership, they will create an environment that fosters empowerment and well-being for everyone within the campus community.

This role contributes to UC's success by:

- Providing a people-centred approach that realises the full benefits of people's talents
- Demonstrating a collaborative, consensus-seeking leadership style
- Being outcome orientated, committed to continuous improvement, and delivering results
- Taking responsibility and action when activities or situations compromise safety or wellbeing
- Sustaining an academic profile through continuing some research and/or teaching
- Representing UC externally to enhance the University's reputation development

## Ngā Uara | Our Values

At Te Whare Wānanga o Waitaha we value Whanaungatanga, Tiakitanga and Manaakitanga. Our Values guide our decisions and behaviour. They provide a roadmap for how we do things and enable successful delivery of our strategy. They challenge and inspire us to be the best we can in our work and our interactions with each other. They make UC an even greater place to work through clearly articulating who we are and how we do things.



## Kawenga Takohanga | Key Accountabilities

### Strategic Leadership

**Outcome:** Te Whare Wānanga o Waitaha achieves its strategic and operational objectives through an aligned set of goals.

#### Key responsibilities include:

- Determining, monitoring and reviewing, in collaboration with Senior Leadership Team colleagues, the strategic priorities and areas of focus for the University, aligning to UC's aspirations and goals as articulated in Tangata tū, Tangata ora.
- Developing, in collaboration with colleagues, the vision and strategic direction for Te Kaupeka Toi Tangata | Faculty of Arts at UC, ensuring operational planning is aligned to UC's aspirations and goals.
- Building and enhancing effective relationships with external advisory committees, and developing and progressing partnerships with external stakeholders, including professions and industry as appropriate.

## Academic Leadership

**Outcome:** The creation and growth of a constructive community of scholars focussed on delivery of UC's academic mission and vision.

### Key responsibilities include:

- Leading an engaging teaching and learning environment that responds to changing needs, so our students develop capabilities relevant now and in the future.
- Developing the research profile of the Faculty, delivering a culture that fosters outcome-related research activity.
- Providing stewardship of University delegated qualifications by providing recommendations to Council via Poari Akoranga | Academic Board on issues related to the development, admission, curriculum, assessment, eligibility to graduate, nominations for scholarships and other matters of qualification management.
- Ensuring the delivery of effective, efficient, and compliant academic administration leading to superior academic standards and highest quality academic provision. This will include managing the official approval of students into degrees, along with regular and frequent reviews of the student experience, curriculum, content, teaching, student achievement, regulation variations, academic progress, and assessment of programmes/courses.
- Building and leading a community of scholars to achieve common purposes through the empowerment of faculty.
- Fostering and promoting a collaborative and collegial culture for all faculty and building a collegial decision-making environment that seeks consensus.
- Ensuring all staff appointments are individuals of high calibre who demonstrate values aligned with UC's values.
- Promoting and facilitating cross-unit and transdisciplinary initiatives in research, knowledge exchange, and teaching, fostering the discovery of new collaborative opportunities.
- Engaging and coaching Academic Heads in developing goals that are aligned with strategic and operational objectives.
- Enabling and advancing educational, research, scholarly, and public engagement activities through initiatives that support success, relevancy, and sustainability.
- Ensuring staff systematically and strategically create constructive relationships and partnerships with relevant professional agencies and business/industry sectors.

## Operational Management

**Outcome:** The University's systems and processes are effective, efficient, deliver on academic plans and encourage the ethos of "working as one University".

### Key responsibilities include:

- Leading the development and implementation of the academic plan for the Faculty; ensuring that it contributes to the success of the University's strategic goals with particular emphasis in advancing teaching and research.
- Ensuring the future economic viability of the Faculty by developing, monitoring, and managing staffing and financial plans and assuming overall fiscal responsibility for the Faculty.
- Partnering with Service Units to ensure services and processes support faculty, students, and other stakeholders. For example, Financial Services, regarding accurate and timely budgeting processes leading to meeting expected financial contribution, Research & Innovation regarding research plans, targets and strategies etc.
- Supporting and championing continuous improvement of services, systems and processes.
- Meeting deadlines for academic administration matters, e.g., enrolments, exams, grades.

## People Leadership, Organisational Culture, and Wellbeing

**Outcome:** Leaders engage constructively to provide a collaborative, inclusive and safe environment, enabling staff to develop professionally.

### Key responsibilities include:

- Articulating a clear direction and providing leadership consistent with the vision, strategic direction, and desired culture of Te Whare Wānanga o Waitaha.
- Building and sustaining capability within a culture that maximises the diverse capabilities and strengths of all individuals to their best advantage, leading to distributed leadership with colleagues.
- Upholding staff and student wellbeing as an essential element in decision making.
- Sponsoring successful change by building personal capability as well as staff understanding and commitment to the need to change.
- Leading equity, promotions, and other reward/recognition processes in a fair and consistent way, while coaching others to do the same with their direct reports.

- Undertaking regular PD&R conversations to build clarity with individual members of staff on role expectations and support staff to meet goals, identifying and addressing any performance issues should they arise.
- Sponsoring and providing a safe environment for staff by having a comprehensive knowledge of the risks to safety and wellbeing; giving staff support to raise concerns; allocating sufficient resources to effectively manage health, safety, and wellbeing; and ensuring all events are reported and investigated.

## **Tangata Tū, Tangata Ora | Engaged, Empowered, Making a Difference**

**Outcome:** Te Whare Wānanga o Waitaha achieves its objectives through a constructive, supportive, and collaborative culture that includes and empowers all members of the UC whānau.

### **Key responsibilities include:**

- Actively demonstrating, exemplifying, and living the university values, embedding, and promoting these in interactions with colleagues, students, and stakeholders.
- Respecting and embracing Te Rautaki Māori | Strategy for Māori Development and Te Tiriti o Waitangi.
- Embodying UC's commitment to inclusiveness, participation, recognition, support, and sense of connection and belonging for all students and faculty.
- Contributing to the sustainability efforts of UC through the responsible use of resources and equipment.
- Participating in projects and other duties as requested to support UC's success.

## **Māngai Whakahaere | Reporting/Authority**

### **Reporting Relationships**

- Responsible to: Tumu Whakarae | Vice-Chancellor
- Reports to: Tumu Whakarae | Vice-Chancellor
- Responsible for: Staff within the Faculty

Has full supervisory/managerial responsibility, includes allocation of work, accountability for their outputs, quality etc, and review of their performance and development.

### **Financial – Budgetary and Expenditure Limits**

In accordance with the Education and Training Act 2020, Te Kaunihera o Te Whare Wānanga o Waitaha | University Council and the Tumu Whakarae | Vice-Chancellor are able to assign powers to delegates, who are authorised to take any action or sign any document (subject to any legal requirements and/or protocols of the University) within the authority of the delegation/s they hold. For financial transactions, individual delegation limits apply depending on each employee's role and seniority.

### **Health and Safety – Responsibilities**

In accordance with the Health and Safety at Work Act 2015 the University (Person Conducting Business or Undertaking, PCBU) has a primary duty of care and must ensure, so far as is reasonably practicable, the health and safety of workers, and others, who work for the PCBU, while they are at work in the business or undertaking. Leadership and managerial positions are responsible for planning, organising, resourcing, and leading health and safety in their area and, as such, have significant impact on the University achieving these legal obligations.

## **Kaupeka Utu | Salary Range**

The Amo Matua | Executive Dean position will be offered as a term appointment (usually five years). The successful applicant will receive a payment in addition to their academic salary during this term, to recognise the responsibilities of the Amo Matua | Executive Dean position.

The successful candidate must hold or fulfil the University of Canterbury criteria for the academic rank of Associate Professor or Professor. If the candidate is a new hire into the University of Canterbury, they will be offered a continuing academic role under the UC Academic and Associated Staff Collective Employment Agreement. This academic position will be the one the staff member moves into upon completion of the Amo Matua | Executive Dean term appointment.

## **Wheako me ngā Pūkenga | Experience and Skills**

The Amo Matua | Executive Dean should ideally hold the rank of Professor, however, applicants at the level of Associate Professor will also be considered.

- Established academic reputation in a discipline/knowledge area relevant to the Faculty.
- Exceptional people leadership skills that inspire trust and engagement.

- Demonstrated ability to be innovative and to lead change in a university environment.
- Proven ability to lead and develop new research and funding opportunities, including working with industry.
- Demonstrated skill of strategic academic programme development.
- Significant skills in day-to-day operational management.
- Recognised ability to think critically and respond creatively and flexibly in a challenging and dynamic environment.
- Strong relationship-building skills, including gaining the confidence, engagement, and support of a diverse range of people.
- Ongoing commitment to personal professional development.
- Active commitment to upholding the values, tikanga (protocols and processes), kawa (rules) of cultural practice and traditions as guided by mana whenua, Ngāi Tūāhuriri, and valuing te reo Māori.
- Competency in te reo Māori me ōna tikanga is an advantage

## **Mātauranga | Education**

Doctoral degree.

## **Whakangungu | Professional Development and Review (PD&R)**

The University is committed to developing its staff. As part of this commitment a Professional Development and Review Process (PD&R) is undertaken regularly between you and your manager. This is to discuss and agree objectives and opportunities for your professional development and identify how these plans will contribute to the achievement of the University's objectives.