

# VACANCY NOTICE

REF: C11112022

<b>POSITION</b>	<b>DEPUTY DEAN, SCHOOL OF BUSINESS</b>
<b>LOCATION</b>	<b>KUALA LUMPUR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB PURPOSE

The Deputy Dean reports to the Dean and is primarily responsible for assisting the Dean in the provision of leadership within the School, and oversight of School planning, performance, and quality management. The position also takes responsibility for the Teaching and Learning portfolio within the School. He/she will work closely with the Dean on School leadership and management matters, and deputise for the Dean as required.

## DUTIES & RESPONSIBILITIES

### **Academic Planning & Strategy**

1. Formulate and develop strategies and plans for the School through engagement with the Dean and academic staff and assisting the Dean in implementing and monitoring progress of the strategic plans.
2. Work closely with the Head of Department and Programme Coordinator to ensure that the key performance indicators for the School are met.
3. Facilitate and oversee curriculum development, programme evaluation and compliance with the requirements of the quality assurance framework of the University.
4. Monitor student retention, progression and performance against agreed objectives and report regularly to the Dean.
5. Ensure that graduate employability is enhanced through the development of a stimulating and high quality education and student experience that is academically and professionally relevant throughout.
6. Serve as the liaison person to ensure that programme accreditation requirements, including compliance with accrediting standards are incorporated into the planning of the evaluation process.
7. Liaise and maintain relationships and interactions with external stakeholders such as professional bodies, industry contacts, potential employers and alumni, as appropriate.
8. Implement academic activities in accordance with the governance, policy and regulatory frameworks of the University and external legislative bodies such as MOHE, ACT 555, MQA requirements, etc.

### **Students Journey and Experience**

1. Support the marketing department to promote the School and its programmes
2. Actively engage in student marketing and recruitment activities in Open Days and roadshows.

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3. Ensure that responsibilities to students in respect of admission, teaching, progress and pastoral care are met.
4. Ensure that issues raised by students and course evaluations are dealt with appropriately and in a timely manner.

## **Resource Planning & People Management**

1. Manage all employees within the School, including recruitment, induction of new staff, performance management, staff development, appraisal and succession planning.
2. Support the continuing professional development of academic staff by providing opportunities to share good practices and promote the dissemination of good practices.
3. Encourage and monitor research activities within the School.
4. Advise the Dean on the appropriate level of physical and human resources required to support teaching and learning activities.

## **Quality Assurance Standards**

1. Ensure compliance and improvement in accordance with the governance, policy and regulatory frameworks of the University and external legislative bodies such as MOHE, ACT 555, MQA requirements, etc.
2. Ensure all policies and processes are developed, maintained and improved in alignment with the approved quality assurance standards.

## **REQUIREMENTS**

- Doctoral or Master Degree in a Business Discipline or equivalent. Doctoral Degree preferred.
- At least 5 - 6 years of related work experience in leading and managing a group of faculty staff in an education institution environment, including experience of leading quality and accreditation activities/events.
- Possess strong leadership and relationship-building abilities with ability to lead, develop and motivate staff and teams.
- Forward thinking mindset, strategic experience and planning skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal and communication skills with ability to interact effectively with all stakeholders, including staff at all levels, students and external organisations.
- Good critical thinking, conflict resolution and decision-making skills
- Proficient at using technology and computer applications including Word, Excel and PowerPoint.