

## Position Description: Academic Dean (0.8–1.0 FTE)

### Whitley College

As the Baptist College of Victoria and as an agency of the Baptist Union, Whitley College is dedicated to providing high quality theological educational resources to all of those committed to the call of God and to the life and mission of the Church in a rapidly changing society. In offering theological education through a comprehensive range of diplomas and degrees accredited by the University of Divinity, professional development opportunities, advanced research programs, and innovative and flexible training initiatives, Whitley seeks to fulfil its mission to equip men and women for leadership and service in a variety of ministries in church and society. Whitley is committed to creating an even stronger and dynamic learning environment for students and to develop further the relationships with partners and stakeholders.

### University of Divinity

Whitley College is one of the eleven colleges of the University of Divinity and part of its collegiate structure. The University of Divinity promotes the highest standards of scholarship in theology, philosophy and ministry. Through scholarship, the University aims to address the issues of the contemporary world. Founded in 1910 as the Melbourne College of Divinity, the University has a long history of pursuing and achieving these aims.

### Profile of the Academic Dean

Whitley College is seeking an Academic Dean to help shape the future of Whitley's theological education. At a time of significant change in higher education and faith communities, the Academic Dean will provide educational and administrative leadership to a diverse student and faculty/staff body. The Academic Dean will, together with the Principal, play a crucial role in partnering with various stakeholders and in developing educational and research projects that connect to dominant issues in church and society.

## Key-responsibilities

The responsibilities of the Academic Dean will include:

- Providing academic and educational leadership of the College under the overall direction of the Principal. This includes short and long-range planning, development, oversight, accreditation and evaluation of all educational programs, whether degree, diploma or certificate, and the methods by which they are delivered.
- Being accountable and reporting to the Principal on a regular basis.
- Ensuring compliance with the University of Divinity regulations and policies.
- Leading the Academic Committee of Whitley College with regard to managing the academic quality assurance.
- Representing the College in the Academic Board of the University of Divinity and where needed participating in subcommittees of the Board.
- Fostering a hospitable and welcoming climate for faculty to work in.
- Developing and maintaining effective educational administration systems and processes together with the Registrar.
- Working closely together with the Registrar and Business Manager in the College Executive, under the leadership of the Principal.
- Ensuring the quality of faculty, staff, students, and curricular programs for optimal student learning and success.
- Managing the budget allocation together with the Principal and Business Manager for units including determining the mix of staff needed to lead units.
- Developing and implementing a strong alumni network in line with the strategy of the College.
- Overseeing, developing and growing student enrolment.
- Teaching at least one unit per year, unless otherwise arranged with the Principal.

## Qualifications and Requirements

The requirements for the role of Academic Dean are:

- Strong administrator with experience in, or a sound understanding of the regulatory and administrative requirements of higher education programs, and organisational skills for building and maintaining effective relationships and structures for accountability.
- A PhD in Theology with proven scholarly and teaching strength.
- Skilled and transparent communicator and thoughtful negotiator with good listening skills and sensitivity to diverse perspectives.
- A strong commitment to visionary leadership and collegial administration in theological education.
- Commitment to lead and collaborate in raising funds to support academic programs and faculty research in creative alliances with stakeholders and other partners in theological education.
- Demonstrated commitment to leadership and action in transitional contexts.
- A person of faith and a lively commitment to the mission of Baptist Churches in a variety of ministerial contexts.
- Possessing knowledge and expertise in new educational learning models.

Prospective and interested candidates may direct inquiries to the Principal of Whitley College, Rev Dr René Erwich ([rerwich@whitley.edu.au](mailto:rerwich@whitley.edu.au)), or to the chair of the College Council, Peter Francis ([peter.francis@maddocks.com.au](mailto:peter.francis@maddocks.com.au)).

## Applications

Interested candidates for the role are kindly requested to submit their application with full curriculum vitae, a cover letter and 3 letters of reference, included in the application, no later than **1 July 2018**, to [deanwhitley@whitley.edu.au](mailto:deanwhitley@whitley.edu.au).

Review of the applications will begin immediately after **1 July 2018**. The successful applicant will be expected to take up the position by **1 September 2018**.