



Position Description - Academic Dean

Description and Selection Criteria

The “Lincoln Education Australia” (LEA) Organisation

Lincoln Education Australia is a values-based, not-for-profit institution offering innovative, contemporary courses and exceptional teaching in a high-quality, multi-cultural learning environment with modern facilities and wide-ranging academic and learning support services. LEA promotes a culture of performance excellence through regular professional learning activities and leadership programs.

The Lincoln Education Australia vision is to become a world-class provider of higher education committed to preparing graduates with advanced knowledge and skills for career success, for transforming society and for responsible global citizenship. Our mission is to advance knowledge and scholarship, prepare students as critical and creative thinkers capable of responding to real-world challenges, develop leaders, inspire entrepreneurs and promote lifelong learning.

LEA begins operation in 2023 with a Bachelor and Masters degree that combine Business, Information Technology and Cyber skills. **These are entirely new degrees developed in collaboration with leading Australian and international academics drawn from business, IT and cybersecurity studies.** This position offers an exciting opportunity for the successful applicant to contribute knowledge, creativity and energy to operationalise LEA’s vision and mission during the inaugural year and to and shape future directions.

Position Purpose

The Academic Dean is responsible for the academic standing and overall leadership of the School, including the effective management of financial matters and human resources. The Academic Dean will take on the task of starting up LEA in 2023 providing leadership within the broad parameters of LEA’s strategic plan. In the initial stages the Dean will be engaged in teaching, defining, disseminating and supporting academic standards and values across LEA. The Academic Dean must have the ability to review and improve school programs and monitor policies in accord with its mission and national and statutory legislative and regulatory guidelines.

The Academic Dean is responsible for developing and maintaining academic courses, promoting teaching excellence and interacting with key stakeholders. The Academic Dean leads and manages academic staff to ensure that all academic activities are implemented in accordance with the approved curriculum and LEA policies and procedures.



The Academic Dean promotes and fosters an organisational culture of high quality inclusive education, instilling humane values and intercultural awareness.

The Position

The Academic Dean is appointed on a five-year renewable contract basis and is responsible for all academic leadership and management. In collaboration with the relevant Course coordinators and Manager Academic Quality, the Dean contributes to the strategic development and management of LEA's academic offerings and services to students. The Dean operates within the parameters of the LEA Strategic Plan, objectives and policy framework and manages the financial and human resources related to academic delivery.

The level of appointment is dependent on qualifications and experience. Academic equivalence is based on a combination of formal qualifications and professional experience. The minimum requirements for the Academic Dean includes academic qualifications with relevant professional or practice based experience at Australian Qualifications Framework Level 10 (equivalent to a Doctorate degree with a minimum of ten years of relevant experience in an educational institution).

Responsibilities and Duties

The responsibilities and duties of the Academic Dean include:

- Establishing and guiding the LEA strategic vision of academic development providing leadership that sets clear standards of excellence;
- Contributing to the management, growth and future development of LEA by providing academic leadership, implementation of the strategic plan, development and oversight of high quality academic courses, forecasting and budgeting and overseeing management of human resources
- Representing LEA in the broader community and developing, promoting and maintaining strong links with relevant industry, government and professional bodies;
- Maintaining and enhancing academic standards by developing and implementing and reviewing relevant LEA policies and procedures;
- Pursuing excellence in scholarship through supporting ongoing staff professional development in teaching and learning;
- Benchmarking of course quality and delivery; and,
- Undertaking teaching and other duties as required.



Essential Selection Criteria

- A Doctoral degree in an IT or related discipline;
- A minimum ten years of experience within an IT related discipline in a higher educational institution;
- Demonstrated expert contemporary knowledge within the discipline through an established publication record or significant professional or practice-based experience and/or expertise;
- Demonstrated leadership skills in guiding, inspiring and mentoring staff to achieve measured outcomes within a complex organisation;
- Demonstrated experience in the effective and strategic management of resources, finances, staff and facilities and the ability to plan strategically and consultatively;
- Extensive experience in managing and leading curriculum preparation and development in an IT related discipline;
- In-depth understanding of the broader national higher education sector and its governance in an international context;
- Demonstrated ability to plan and prioritise, organise and manage;
- Highly developed interpersonal, team and stakeholder management skills, as well as excellent communication and presentation skills; and,
- Demonstrate in-depth disciplinary knowledge and expertise in business and IT as indicated in the attached *Knowledge and Skills Requirement Matrix*.

Desirable Selection Criteria

- Senior membership of a relevant professional association; and,
- Experience in leading and managing online and blended learning environments.

Equity and Diversity

LEA is an equal opportunity employer, using merit and equity based access, recruitment and promotion procedures as a critical priority. All LEA staff are wholly committed to equal opportunity in education, employment, and the welfare of students and staff.

Occupational Health and Safety (OHS)

All staff recruited to LEA are inducted into a safe and healthy working environment and are required to take all reasonable precautions for their own health and safety and that of other personnel who may be affected through their conduct. All LEA staff are required to understand OHS responsibilities applicable to their position.



Additional OHS responsibilities apply for staff supervisors, managers, and other senior personnel.

Reporting Relationships

The Academic Dean reports to the Chief Executive Officer and works closely with the Registrar and Student Experience Manager.

Direct Reports

Staff managed by the Academic Dean includes Professors, Senior Lecturers, Lecturers, Course Coordinators, Tutors, Manager Academic Quality, Academic Support Officers, Librarians and out-sourced learning systems and technology related staff.

Remuneration Package

An attractive package is negotiable and includes superannuation and other benefits that attached to the position. Professional development as applicable will be provided.

For queries, please contact

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Stating the job title in the Subject line



Knowledge and Skills Requirement Matrix

Bachelor of Business Information Systems (BBIS)

Code	Subject Area	Individual Expertise	
		Moderate	In-depth
	Year 1 – Semester 1		
BIS5101	Entrepreneurship and Marketing		
BIS5102	Computer Principles and Programming		
BIS5103	Organisational Management		
BIS5104	Database Management Systems		
	Year 1 – Semester 2		
BIS5105	Principles of Accounting		
BIS5106	Systems Analysis and Design		
BIS5107	E-Commerce		
BIS5108	Data Communication and Networking		
	Year 2 – Semester 1		
BIS5201	Design Thinking		
BIS5202	Accounting Information Systems		
BIS5203	Website Design and Development		
BIS5204	Business Ethics and Professional Perspectives		
	Year 2 – Semester 2		
BIS5205	Object-Oriented Programming		
BIS5206	Human Resources Management		
BIS5207	IT Industry Management		
BIS5208	Cloud Computing		
	Year 3 – Semester 1		
BIS5301	Cyber Security Management		
BIS5302	Artificial Intelligence in Business		
BIS5303	IS Project Management		
BIS5304	Total Quality Management		
	Year 3 – Semester 2		
BIS5305	Analytics for Decision Making		
BIS5306	Enterprise System Development		
BIS5311	Capstone Project		
	Electives		
BIS5321	Big Data Analytics		
BIS5322	Data Visualisation		
BIS5323	Network System Management		
BIS5324	Internet Routing		
BIS5325	Cyber Law and Ethics		
BIS5326	Enterprise Data Management and Analysis		
BIS5327	Systems Integration		



Master of Business Information Systems (MBIS)

Code	Subject Area	Individual Expertise	
		Moderate	In-depth
	Year 1 – Semester 1		
BIS7101	Business Information Analysis		
BIS7102	Database Management Systems		
BIS7103	Business Data Communications and Networking		
BIS7104	Entrepreneurship and Management		
	Year 1 – Semester 2		
BIS7105	E-Business models		
BIS7106	Web Design and Development		
BIS7107	Operations Management		
BIS7108	Design Thinking		
	Year 2 – Semester 1		
BIS7201	Cloud Computing for Business		
BIS7202	Cyber Law in Practice		
BIS7203	IS Project Management		
	Year 2 – Semester 2		
BIS7204	Enterprise Information Systems		
BIS7205	Data Governance and Ethics		
BIS7211	Capstone Project		
	Electives		
BIS7221	Big Data Analytics		
BIS7222	Data Mining for Business Analytics		
BIS7231	Information Security Management		
BIS7232	Cyber Forensics		