

POSITION DESCRIPTION

JOB PROFILE TITLE	Provost & Deputy Vice-Chancellor
JOB PROFILE ID	SPP-PROV
JOB CATEGORY	Academic
JOB FAMILY	Senior Academic Leadership
COMPENSATION GRADE	Executive
MANAGEMENT LEVEL	Provost

JOB PROFILE SUMMARY

The Provost is responsible for the strategic leadership and operational delivery of our academic objectives. This includes ensuring the continued focus on outstanding academic performance and scholarship, strategic planning and sound financial management through the Faculties, University Schools, Centres and other academic units. The role is responsible for ensuring a high-performance culture across all Faculties and University Schools which enables research, education, community engagement and innovation to flourish.

Together with the Vice-Chancellor, the Provost is responsible for the general management of the University. The Provost exercises, under the direction of the Vice-Chancellor, executive responsibilities and strategic leadership for the delivery of the academic programs of the University and is responsible for the general performance of the faculties, including faculty budgets. The Provost oversees the conduct, coordination and quality of the academic programs and the planning of their future development. The Provost is responsible for the oversight and line management of all Faculties and University Schools. In addition, the Provost oversees other portfolios including the University Library, Academic Board and Academic Excellence.

As a member of the Senior Executive Group the Provost pro-actively contributes to the strategic planning, resourcing and vision setting for the University of Sydney. The Provost works collaboratively with other members of the Senior Executive Group to develop synergies between education, research and service priorities. In addition, the Provost works collaboratively with the senior leadership teams to ensure consistency of approach and the development of initiatives to enhance teaching and research outcomes.

The Provost will deputise for the Vice-Chancellor from time to time and represent the University at internal or external forums, as required.

KEY RELATIONSHIPS

Relationship	Position Title
Supervisor	Vice-Chancellor and Principal
Direct Reports/Oversight	<ul style="list-style-type: none"> Deans and Executive Deans Heads of School and Deans (University Schools) Professional staff in the Office of the Provost University Libraries Academic Excellence Academic Board
Peer Relationships – Deputy Vice-Chancellors and Vice Principals	

RESPONSIBILITY DESCRIPTION

1. Provide high level and strategic advice to the Vice-Chancellor on matters related to academic development, through:
 - Oversight of the academic operations of the University – including oversight and line management of all Faculties and University Schools.
 - Providing the vision and leadership to all academic units to continue to build a culture of teaching, research and service excellence. This involves promoting innovation to ensure the University is positioned to meet changing demands and priorities.
 - Leading faculties and university schools in the establishment of aspirational performance standards to continue to position the University as a leading institution domestically and internationally.
 - Leading academic strategic planning and performance, quality assurance, performance target setting and monitoring to drive the achievement of strategic objectives.
 - Overseeing university-wide academic initiatives to enhance performance in teaching, research and service. This includes monitoring academic performance initiatives and providing regular reports to the Vice-Chancellor and wider Senior Executive Group.
 - Working with the Senior Executive Group, monitor the University's academic performance against institution and external academic benchmarks, and provide recommendations to the Vice-Chancellor.
 - Develop and implement strategic initiatives/interventions relating to ongoing academic development. This includes actively monitoring the policy and resources needed to support the academic goals and strategic priorities across all faculty and university school operations.
 - Working collaboratively with the DVC (Education), DVC (Research) and DVC (Indigenous Strategies and Services) to drive and deliver the university's teaching and research strategy.
 - Developing and implementing leading practices, initiatives, and policies as an enabler for the University to maintain its position as a leading institution domestically and internationally. Ensure consistent implementation across all Faculties and University Schools.
 - Leading initiatives to increase the collaboration and partnerships between Faculties and University Schools. Develop performance measures to assess progress and success across all portfolios.
 - Mentoring and supporting senior leaders across the Faculties and Schools to successfully develop their careers and successfully implement strategic initiatives.
2. Overseeing the general management of the academic operations of the University, through:
 - Leading and driving change in a highly dynamic, complex, competitive and global environment.
 - Overseeing the budget and financial management of all Faculties and University Schools. This includes working with the Chief Financial Officer to monitor, track and deploy interventions to ensure sound financial plans. This includes the diversification of revenue streams and generation of new income.
 - Overseeing the University's policies in relation to academic staff, including but not exclusive to recruitment, workload management and academic promotion. This includes working closely with the Chief Human Resources Officer to ensure practices are in place to attract staff of the highest distinction in the areas of teaching, research and service.
3. Pro-actively leading external engagement and relationship management initiatives, through:
 - Representing the Vice-Chancellor on University and industry-wide projects and internal and external forums (such as Go8 and Government forums).
 - Deploying strategies to ensure both connection and maintenance of relationships with diverse stakeholder groups. This includes engaging with students, industry, government, community and wider professions to facilitate the University's academic positioning and performance.
 - Identifying strategic opportunities for the University externally, resolving issues and/or challenges and ensuring ongoing connection between stakeholders and academic operations.
4. Other duties as required by the Vice-Chancellor and Principal

EDUCATION

Education Qualifications	Required
PhD with extensive academic experience in strategy planning and execution.	Yes

CERTIFICATIONS

Certificate	Required
Not applicable - specific certification requirements may apply to an individual positions under this job profile.	

SKILLS

Essential Skills	Required
Exceptional senior management skills including high level interpersonal, negotiation, influencing and communication skills.	Yes
Flexibility, capacity to adapt to changing circumstances / environments and, when necessary, navigating through ambiguity.	Yes
Demonstrated capacity to think strategically, as well as to deliver operationally, manage risk and evaluate outcomes.	Yes
Sound knowledge and understanding of the higher education context both nationally and internationally with demonstrated capacity to track emerging trends and global best practice to provide institutional leadership in this area.	Yes
Demonstrated understanding of the University's organisational culture and values as outlined in the University's strategic plan.	Yes

WORK EXPERIENCE

Work Experience	Required
International reputation and standing for academic research within a discipline.	Yes
Extensive senior academic leadership experience, preferably in a high-performing research University.	Yes
Demonstrated experience in effectively developing, driving and setting large-scale, enterprise-wide strategies and initiatives in the higher education sector that have led to improved performance.	Yes
Extensive experience in people leadership and engagement within the higher education sector. This includes a demonstrated track record in driving change and engaging others in a vision and direction.	Yes
Track record in managing financial sustainability, infrastructure and operational needs in large scale context. Demonstrated ability to make strategic and operational decisions based on strong financial management and analytical skills.	Yes
Experience in developing effective external relationships which lead to material outcomes within the higher education context. This includes, but is not exclusive to, government, community and industry.	Yes