DIVISION OF HEALTH SCIENCES

Position Description: Associate Dean (Student Experience)

Time Commitment: Up to 0.3 FTE

Prime Function: To provide leadership to facilitate division-wide co-ordination and provision of student support and student support related infrastructure, outside of the Dunedin campus.

Objectives:
Successfully refine and implement the Division of Health Sciences: Framework to Support Student Success.
Convene the Division of Health Sciences: Framework to Support Student Success governance group and/or participate in any relevant Divisional or University committees or working parties.
Develop an effective mechanism to identify requirements of all students (and staff supporting students) studying outside of the Dunedin campus and implement effective division-wide solutions.
Implement fit-for-purpose and sustainable solutions in the provision of student support and student support related infrastructure outside of the Dunedin campus.
Work constructively with all Schools and Faculties to ensure greater co-ordination of support outside of the Dunedin campus and increased equity of support amongst programmes.
Liaise with central divisions to ensure that the needs of students within the Division are articulated and advocate for equitable access to student support services.

Person specification:
Be employed in a School or Faculty within the Division of Health Sciences, preferably located outside of Dunedin.
The ability to understand the needs and context of smaller campuses, regional hubs and clinical placement sites.
The ability to work collaboratively with a range of Schools and Facilities and to develop solutions that are student orientated and able to be sustained.
Experience providing academic or non-academic support to a diverse range of students.
Previous experience developing and implementing strategic plans.
Excellent interpersonal, communication, and negotiation and conflict management skills.

Strong leadership, and organisational and time management skills.

The ability to manage a number of initiatives and relationships simultaneously, while consistently meeting required deadlines.

The ability to effectively chair formal and informal meetings.

**Relationships:**

**Directly responsible to:** The Pro-Vice-Chancellor, Division of Health Sciences

**Day-to-day:** Director, Policy and Programmes

**Supervision of:** Nil

**Functional relationships with:**
- Deans in the Division of Health Sciences
- Divisional Associate Deans
- Regional Associate Deans
- Divisional Office staff
- Academic/general staff in all Health Sciences
- Schools/Faculties who support students outside of Dunedin campus
- Staff in Central Service Divisions who provide student support or set strategy for the provision of support (e.g. Student Learning Centre, International Office, Student Services, Academic Services etc.)

ANH 05/07/17