

Head of Faculty, Arts Therapy

Opportunity in Sydney, Melbourne or Adelaide (with interstate travel as required)

Key competencies

- **Quality/Compliance** – Achieving a standard of excellence with our work processes and outcomes, upholding Ikon's policies and all regulatory requirements.
- **Communication** – Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- **Teamwork** – Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.
- **Efficiency** – Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.
- **Coachability** – Being receptive to feedback, willing to learn, embracing positive improvement.
- **People Management** – Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

Key Responsibilities

Reporting to the Dean, this is a hands-on role leading a team of academic staff and faculty, whether sessional, full-time or proportionate full-time. Key duties include but are not limited to:

- Oversight the daily operations of the entire faculty, across all campuses
- Coordinate academic operations within Ikon's guidelines, policies and practices to achieve its performance objectives.
- Uphold Ikon's pedagogical standards and approach.
- Ensure the Academic operations are in accordance with AQF, ESOS, National Code and CRICOS.
- Teaching, within the Field of Study, as scheduled and as determined in conjunction with the Dean.
- Regular coordination with Student Services Group and Quality Assurance Team and also with the Domestic and International Admissions Teams where pertinent.
- Involvement where required in the Human Resources Management functions of the Education Group.
- Ensure WH&S practices are maintained in alignment with Government Regulations.
- Manage issues with relation to student course progression, student welfare and student support.
- Enable cross department/campus meetings to ensure communication, feedback and development and maintenance of high-quality work processes.
- Manage relations with external associates, including benchmarking partners; MoU partners; teaching and placement partners.

- Promote Ikon on a national and international stage through networks and professional bodies.
- Provide reports to the Dean and the Academic Board of Ikon as requested.
- In cooperation with the Dean, ensure adherence by students to policy and procedures and address first level student complaints and concerns.
- In consultation with the Dean, ensure that students have access to an extensive range of support services which enable high-quality student outcomes.
- Provide well informed advice to the team on all facts of the Faculty operations. Ensure consistency of approach and a thorough understanding of all operational practices.
- Organise or participate in student orientations, Open Days and Information Sessions, graduations and other student events.
- Undertake Scholarly Activities as determined in consultation with the Dean.
- Act as a leader in the Ikon Scholarly Activities Circle. Encourage and mentor others in methods and forms of Scholarly Activity. Promote opportunities for other members of faculty to undertake Scholarly Activities, especially related to Education or to the Field of Study.
- Other general duties as determined by the Dean.
- Provide positive leadership and work within a team and as a leader and manager across multiple locations as required.
- Develop and maintain positive relationships with all stakeholders leading to a smooth and cohesive operation.

Qualification, Experience & Personal Skills:

- Ph.D. preferred, or a Master's Degree as a minimum, completed in a directly related Field of Study.
- A minimum of 5 years and preferably 10 years or more of practising experience in a directly related Field of Study.
- A minimum of 5 years and preferably 10 years or more experience as a lecturer or leader in a tertiary education provider.
- Previous operational coordination, management or leadership experience preferred.
- Passion for education.
- Willingness to undergo a Working with Children check and National Crime check.

Diversity & Inclusion

We celebrate our diversity and strive to reflect contemporary Australian society in order to better serve our students. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

About Ikon Institute of Australia (“Ikon”)

Ikon Institute of Australia ABN 95 112 989 581 is an exciting and unique private higher education provider (PRV14055), part of the ASX-listed UCW Limited group.

Ikon delivers qualifications throughout Australia in the areas of counselling and psychotherapy, arts therapy and community services. Its higher education qualifications include a Diploma, Associate Degree and Bachelor of Counselling and Psychotherapy and a Diploma, Associate Degree and Bachelor of Arts Therapy. Additional undergraduate programs are currently being developed in early childhood education and care.

About UCW Limited (UCW)

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. Education is delivered nationally across 12 campuses.

Please note:

- Only shortlisted candidates will be notified of the outcome of their applications.
- We are only able to consider applicants with the right to live and work in Australia.
- Please apply by your resume and a covering letter demonstrating your achievements in a similar role to

bonnie.ballete@alg.edu.au