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POSITION DESCRIPTION

Provost

Position Level	Senior Leadership
Faculty/Division	Office of Provost
Position Number	ADMIN ONLY
Original document creation	2023

Position Summary

The Provost is a senior academic leadership role responsible for driving academic leadership and strategic direction across UNSW's Faculties and operational delivery of the university's academic objectives. The role plays a key role in delivering the University strategy and objectives, providing leadership, management, and operational support to Faculty Deans, and working closely with members of the executive team to ensure the continued focus on outstanding academic performance.

The role is responsible for driving a high-performance culture across all Faculties which enables world-class education and research. In addition to academic performance, the Provost will also drive strategic planning and sound financial management through the Faculties.

The Provost, as the standing deputy of the Vice Chancellor is the most senior member of the University's executive team, and along with the Vice-Chancellor, Deputy Vice-Chancellors, and Vice-Presidents, drives the vision setting, strategic planning, and resourcing management of the university.

The Provost reports directly to the Vice Chancellor and acts as the 2IC, deputising for the Vice-Chancellor when needed. Direct reports to the Provost include the Faculty Deans in Sydney and Canberra as well as a number of operational functions and support roles.

Accountabilities

Specific accountabilities for this role include:

- Lead and manage UNSW's Faculties including UNSW Canberra, overseeing the University's academic operations and driving a culture of teaching and research academic excellence.
- As a member of UNSW's executive team, contribute to the development and implementation of the University's strategic plan and ensure its alignment with academic priorities.

- Develop and implement strategies across the Faculties which foster an environment of academic excellence, promoting a culture of continuous improvement in teaching and research.
- Provide high level and strategic advice to the Vice-Chancellor on academic matters.
- Deputise for the Vice-Chancellor from time to time and represent the University at a local, national, and international level and on boards and committees through interactions with Government, industry, other higher education providers, alumni, current and future students, and other major University stakeholders.
- Promote and drive innovation across the Faculties to ensure the University is positioned to meet changing demands and priorities.
- Work collaboratively with the other DVCs and VPs to delivery the university strategy and ensure sustainable financial operations.
- Lead the University Planning and Performance unit, delivering UNSW-wide business intelligence, planning, reporting and data governance goals, standards, and practices.
- Lead other core academic units such as Nura Gili, ensuring UNSW indigenous strategy is at the heart of UNSW's strategy.
- Drive strategies to ensure both connection and maintenance of relationships with diverse stakeholder groups including students, industry, government bodies and the community.
- Lead the delivery of initiatives to increase the collaboration and partnerships within the Faculties and between the Faculties and UNSW's Divisions.
- Oversee people leadership of the Faculties, mentoring and supporting senior leaders across the university to successfully develop and retain key talent and engaging staff in a vision and direction.
- Lead Faculty budget and financial management, working with Finance to support cross organisational sound financial plans which support diversified revenue streams and the generation of new income.
- Maintain strong relationships with external stakeholders, including industry, government, and community groups, to enhance the reputation of the university and promote collaboration in research and teaching.
- Other duties as required by the Vice-Chancellor.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Academic status at professorial level and other qualifications, experience, and personal qualities of an outstanding nature.
- Extensive senior academic leadership experience with a track record delivering strategic objectives.
- Demonstrated strategic thinking at the most senior level, with experience developing and operationalising complex initiatives in a higher education environment.

- Demonstrated ability to lead a large portfolio in a complex business. Including applying sound business and commercial acumen.
- Experience in successfully driving change across a complex business, engaging others in a vision and direction.
- Outstanding leadership skills including strong interpersonal, negotiation, influencing and communication skills.
- Strong business acumen and budget management skills, with a track record in managing financial, infrastructure and operational needs in a complex environment.
- Sound knowledge and understanding of the higher education industry both nationally and internationally with demonstrated capacity to provide thought leadership in this area.
- Excellent people management skills with experience leading and driving large and diverse teams to deliver performance outcomes.
- Demonstrated capacity to build and maintain strong relationships at the most senior level with key internal and external stakeholders, including government, relevant professions, regional, national and international networks, and the wider community.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.