

HEAD OF DEPARTMENT- Supply Chain Management

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Richfield is looking for a dynamic, experienced Head of Department- Supply Chain Management to actively provide a professional, effective and efficient academic role to clients of the institution as part of the Academic team.

PURPOSE OF THE POSITION:

As a senior academic of a Richfield Faculty responsible for a department's academic provisioning and delivery across campuses, the HOD will manage the operational delivery and performance to achieve the overall BMS Faculty goals that align to institutional goals. Provides functional and academic management and leadership and ensures quality assurance across delivery sites and campuses for contact and distance delivery. Takes a leading role in curriculum innovation, design, development and implementation for modules in programmes in the department.

JOB DESCRIPTION AND RESPONSIBILITIES:

1. Strategic management:

- Provide leadership to the department in respect of teaching and learning, research and student and lecturer engagement.
- Co-determine the department's goals and objectives and joint accountability with the Dean.
- Accountable for the successful implementation of the teaching and learning plans.
- Enhancing and achieving Faculty projects.
- Co-determine and develop an annual student success plan, joint accountability with the Dean.
- Programme and project budgeting.

2. Operational Management:

- Managing and supervising all academic spread across campuses and any support staff in the department.
- Work collaboratively with campus managers and contact and distance MDs
- The allocation of the workload to lecturing staff.
- Enhancing staff relations and building the team towards a student-centred department and a high-performance environment.
- Attending to matters such as leave, grievances, disputes, training & development.
- Dealing with student queries and complaints regarding the department/programme offerings.

3. Teaching, learning and student relations:

- Teach between 12-15 hours per week in some modules in the department's qualifications
- Teaching and learning materials development.

- Implement faculty teaching and learning practices and processes on campus and distance learning and drive alignment across delivery sites.
- Improve the design of the qualifications, curriculum, programmes to ensure shortfalls are addressed against external and internal programme evaluations and reviews and evolving trends
 - Research teaching and learning innovative methodologies and contribute to online learning development and management.
- Innovative use of technology and all media, optimum standardisation levels across delivery sites for programmes, quality assurance to create a rich and diverse learning experience for our students.
- Determine strategies to improve student success and maximise pass and throughput rates in the minimum time
- Implement and oversee a secure environment for assessment and moderation.
- Participate in enrolment planning to ensure optimal enrolment as per faculty plan.
- Liaise with students and parents, build relationships, and resolve escalations.
- Be involved in academic transformation projects as deemed appropriate by the GCAO

4. External Relationships:

- Collaborate and build effective relationships for student success model.
- Liaise with regional, industry, statutory and professional regulatory bodies where applicable.
- In consultation with the Dean, position and promote the department through effective marketing and communication, relationships with local government, the community, industry, students, parents and alumni and other stakeholders.
- Take an active role in building a strategy and implementation plan to position your department strongly in the market.
- In consultation with the Dean, promote internationalisation and commercialisation.
- Build and maintain a strong relationship with alumni for lifelong learning pathways.

5. Management and Leadership:

- Joint accountability with Dean and campus managers for Faculty effectiveness and efficiency inclusive of infrastructure and facilities.
- Joint accountability with leadership team for management effectiveness of the department.
- Stakeholder relationship development and effectiveness.
- Corporate governance conformance, reporting and risk management.
- Cost management and cost-effectiveness of programmes.
- Support the Dean in preparing the departmental budget that feeds into the faculty budget.
- Vested interest and holistic development of the lecturing staff in the department.
- Values-based behaviour leadership.

PERSONAL ATTRIBUTES:

- Positive and enthusiastic and high personal standing and integrity.

- An excellent communicator, both verbal and written.
- Results-driven, able to evaluate performance, provide the necessary support, take difficult decisions and hold people to account.
- A team player paired with leadership skills and intellectual capacity to improve standards and student achievement/outcomes.
- Someone who drives excellence through valuing and developing others.
- An innovative thinker with an informed and critical awareness of the prevailing and evolving global trends in education.
- Able to work under pressure, with excellent organisational and time-management skills and high attention to detail with a willingness to take on multiple tasks.
- Proactive and able to prompt others to ensure deadlines are achieved.
- Adaptable with a flexible mindset and openness to new ideas.

MINIMUM REQUIREMENTS:

- Minimum of a Master's Degree. PhD qualification or demonstration of progress towards a PhD will be an advantage.
- Five (5) years' demonstrated experience in higher education, preferably in an academic leadership role.
- A record of scholarship and research, and publications.
- Lecture 12 to 15 hours (3-4 modules a week).
- Mentor, coach and manage lecturers.
- Quality assessment of the new qualifications Distance and Contact Learning.
- Contribution to Student Retention.
- Supervise post graduate Students.
- Where applicable/mandatory, professional registration with a relevant Board.
- Willingness to be based at one of our national campuses to support the academic strengthening of the campus delivery team.
- Assist in the development of relevant (Executive) courses for the industry and contribute to our growing executive education portfolio.