

Job Profile - Head of School Finance and Accounting

Job Purpose Statement

- The Head of School, with the Academic Dean, is responsible for academic leadership of the School.
- The Head of School is accountable for the quality and success of all academic activities and services provided to the School's clients including, amongst others, students, parents and the community of RBS.
- The Head of School manages the School's resources and operations to ensure the delivery of excellent academic programmes and services.
- The Head of School reports directly to the Academic Dean. In terms of governance, the Head of School is accountable to the Academic Board and to the Managing Director of RBS for the organisation and general conduct of the School.

The main purpose of the role of Head of School is:

- To provide strategic leadership and management of the School and contribute to the delivery of strategic objectives of the School, and of RBS.
- To determine and implement the School's strategic operating plan.
- To provide, in collaboration with the senior management team and the Dean, academic leadership, management and support to the academic staff in the School, proactively contribute and lead on academic and RBS initiatives.
- To implement and maintain oversight of processes within the School to ensure the educational progress and welfare of students registered within the School.
- To enhance the integration of appropriate technologies and techniques in the academic programmes that will support employability, critical thinking, problem-solving, innovation, creativity skills.
- To monitor and manage the School's academic and service activities including, inter alia, teaching and assessment practices, post-graduate supervision, student support, retention etc.

3. Job Outputs (what the job exists to do and the responsibilities required to execute the outputs)

Output	Responsibilities
<p>❖ Strategic Development and Planning</p>	<ol style="list-style-type: none"> 1. Participate in the strategic management of RBS as a member of the Academic Leadership Team. 2. Develop and implement the strategic plan for the School aligned with the RBS Strategic Plan. 3. Align the School activities to the RBS Strategic Plans and initiatives. 4. Advise and lead on academic matters (strategic developments, research initiatives, quality of academic delivery, etc). 5. Lead on the annual budgeting cycle and prepare budgetary submissions in consultation with the CFO and other senior colleagues. 6. Monitor and evaluate the integration of key skills and conceptual frameworks into curricula (innovation; 21st century skills; entrepreneurship, etc.) . 7. In keeping with the School’s vision and mission, attract, develop and retain talent to enhance the RBS academic reputation. 8. Act as an ambassador for the School and academics, both within the institution and with external stakeholders, seeking opportunities to enhance the business of the School and RBS.
<p>❖ Academic Leadership & Management: Staff</p>	<ol style="list-style-type: none"> 1. Orientation and guidance of all staff in the school in the understanding of their role and contribution to the School and RBS. 2. Effective planning, development and implementation of performance reviews. 3. Support professional development of all staff in the School by development of a training and development plan. 4. Management of other human resource functions with the support and in consultation with the Human Resources Department - including but not limited to – recruitment, selection, induction, administration, performance management and grievances. 5. Oversee the appropriate allocation of workloads and academic contributions, ensuring that each member of the academic staff is properly classified, and workload allocated accordingly. 6. Pro-actively identify academic talent, both internally and externally, in pursuit of the academic vision of both the School and ensure the retention of high performing staff. 7. Develop, agree and maintain an appropriate professional and technical staffing structure within the School. 8. Oversee academic monitoring (including class visits, lecturer evaluations, module evaluations, etc.) 9. Implement and maintain compliance with RBS policies and procedures.
<p>❖ Academic Leadership & Management: Programmes</p>	<ol style="list-style-type: none"> 1. Lead the review and implementation of adjustments to the existing programmes and/or curricula in keeping with stakeholder and staff feedback. 2. Recommend the development of new programmes in keeping with market needs established through feasibility studies, and with the identified growth areas for the institution. 3. Ensure the development of quality and relevant learning material.

Output	Responsibilities
<p>❖ Academic Leadership & Management: Teaching, Learning and Assessment</p>	<ol style="list-style-type: none"> 1. Scan the internal/external environment of the School for current industry and research trends, and incorporate in teaching and learning where possible. 2. Contribute, in collaboration with the Instructional Design Office, to a teaching model that takes advantage of the Learning Management System (Moodle/Black Board, etc.) and/or other appropriate pedagogical models. 3. Planning resource allocation for all aspects of running a successful School. 4. Develop and maintain an assessment strategy for the School (formative, continuous and summative assessment). 5. Report on students' academic results: throughput rates, progression rates, graduation and completion rates on a national basis; and, ensure appropriate interventions are implemented where necessary. 6. Maintain oversight of the quality of examinations, including the external moderation of examination papers and marked scripts by internal and external examiners and moderators.
<p>❖ Academic Leadership & Management: Research</p>	<ol style="list-style-type: none"> 1. Grow the research and scholarship base within the School to ensure that our teaching is informed by current research. 2. Champion and participate in research activities in the School, fostering cross-disciplinary research across the School, academics and RBS. 3. In liaison with the Director of Research, ensure that the School's academic vision is in line with the academics research strategy.
<p>❖ Academic Leadership & Management: Community Engagement</p>	<ol style="list-style-type: none"> 1. Proactively develop community engagement initiatives with relevant organisations, including for Work-directed learning. 2. Establish and maintain local and international relationships with relevant role-players to obtain and maintain appropriate certifications by industry and professional bodies. 3. Ensure the successful functioning of advisory committees for the subject disciplines and programmes in the School.
<p>❖ Academic Leadership & Management: Student Support and Retention</p>	<ol style="list-style-type: none"> 1. Support the recruitment, selection, and approval teams, including the approval of credits accumulation and transfer, recognition of prior learning and exemptions. 2. Implementing a formal student communication structure within the School. 3. Communicating with the Regional Offices regarding new developments, recommendations and trends and facilitate troubleshooting 4. Provide oversight over the student experience in the School, including participation in various initiatives (e.g. employability). 5. Ensure each student receives excellent teaching and quality feedback from supportive academics to allow them to achieve their potential. 6. Gather regular feedback to ensure that the School is focused on continually improving the student experience. 7. In consultation with the Student Support and Retention teams, identify at risk students and offer appropriate interventions.

Output	Responsibilities
❖ Active participation in all academic committees	<ol style="list-style-type: none"> 1. Academic Board. 2. Academic Operations Committee. 3. Teaching and Learning Committee. 4. Programme Design, Development and Review committee. 5. Examination Board.
❖ Graduation - certification	<ol style="list-style-type: none"> 1. Assist the graduation department with certification. 2. Check correctness of statement of results for eligibility for graduation.
❖ Integration with iLead Lab	<ol style="list-style-type: none"> 1. Alignment of programme content and curriculum towards the goals of the employability unit/iLeadLAB. 2. Creating activities to enhance problem solving skills, encouraging teamwork, critical thinking skills.
❖ Post graduate supervision	<ol style="list-style-type: none"> 1. Supervise post graduate student dissertations/thesis. 2. Supervisory support to post graduate dissertation/thesis students. 3. Provide feedback to students and research committee within the time frame.
❖ Talent Management & Performance Management: To maximise people capability by investing in a holistic development approach, incorporating the dynamics of 4IR and Agile. To create a learning environment. To drive a high-performance culture through managing performance. To position REGENT BUSINESS SCHOOL as an Employer of Choice in the education sector thereby ensuring the attraction and retention of key talent	<ol style="list-style-type: none"> 1. Take responsibility for self-learning and self-development of one's own talent according to one's job profile and department's purpose as it fits into REGENT BUSINESS SCHOOL. 2. Take responsibility for one's own performance in relation to the department in to contribute to department success as it fits into REGENT BUSINESS SCHOOL
❖ General	A job description is not exhaustive; this document contains including but not limited to the outputs and requirements as related to your job. You may be required to perform any other job related; reasonable outputs other than those listed in this document.

4. Company Standards

1. Execute your responsibilities as set out in your job profile at the level as required by RBS.
2. Perform all job outputs and responsibilities with the knowledge that our primary responsibility at all times is to fulfil and satisfy the needs of our students.
3. Exemplify leadership behaviours and understand that each employee is a leader in their own right.
4. Embrace share and practice RBS Vision, Mission and Values in all aspects of our business.
5. Become a custodian of the RBS brand and uphold its image at all times, never compromising your service levels to our students under any circumstances.
6. Manage RBS resources efficiently, effectively and productively.

Due to the nature and size of the organisation, it is not possible to provide a complete list of responsibilities that will be all inclusive over time. There may also be some variations of roles and functions and therefore responsibilities may change from time to time in consultation with the relevant staff, MD and Dean.

5. **Job Inputs (qualifications, experience, knowledge, skills, behaviours and competencies required to execute the outputs)**

Qualifications, Experience and Knowledge	Skills
<ul style="list-style-type: none"> ❖ Masters/PHD Level ❖ Knowledge of SA Higher Education legislation and practices ❖ Demonstrable evidence of academic leadership and a proven ability to lead, develop and motivate colleagues to achieve RBS and academic goals ❖ Demonstrable experience of managing resources and risk effectively, including budgets, staff within the statutory and regulatory policies of the organisation ❖ Leadership and management ❖ Experience of leading or contributing to committees or working parties 	<ul style="list-style-type: none"> ❖ Ability to work with and through others ❖ Outstanding written and oral communication, interpersonal and negotiation, influencing and relationship building skills. ❖ Ability to adapt communication style to meet the needs of the audience and message. ❖ Ability to contribute effectively to corporate strategy and to promote corporate values and objectives both internally and externally.
4IR Competencies	Functional Competencies
<ul style="list-style-type: none"> ❖ Complex Problem Solving ❖ Critical Thinking ❖ Creativity ❖ People Management ❖ Co-ordinating with others/collaboration 	<ul style="list-style-type: none"> ❖ Creativity: Generates many new and unique ideas; makes connections among previously unrelated notions; is unafraid to use unorthodox methods; is seen as original and value-added in brainstorming settings. ❖ Developing others: Is a people builder; provides challenging and stretching tasks and assignments.

<ul style="list-style-type: none"> ❖ EQ ❖ Judgement & Decision Making ❖ Service Orientation ❖ Negotiation ❖ Cognitive Flexibility 	<ul style="list-style-type: none"> ❖ Intellectual acumen: Is intelligent and capable; deals with concepts and complexity comfortably; is good at learning and deciphering new knowledge; able to assimilate new skills independently. ❖ Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he or she disagrees. ❖ Personal learning and development: Is personally committed to and actively works to continuously improve himself or herself. ❖ Time management: Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities; adeptly handles several tasks at once. ❖ Valuing diversity: Manages all students equitably; supports equal and fair treatment and opportunity for all; fosters a climate of inclusion, where diverse thoughts are freely shared and integrated.
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Leadership & Management competencies	Other Requirements
<ul style="list-style-type: none"> ❖ A proven capacity to spot, create and seize opportunities for development. ❖ Decisiveness and a results orientation, allied with an ability to encourage participation, responsibility and accountability. ❖ The ability to delegate and evidence of working in successful teams. ❖ A collegial and inclusive approach to management and a commitment to good internal and external communication. ❖ Good planning skills allied to well-developed analytical and problem solving skills. ❖ The ability to build positive relationships with colleagues, students and professional bodies. ❖ The ability to be persuasive, promoting a positive image of the RBS and enhancing its representation. ❖ Good listening, influencing and advocacy skills ❖ A strong, clear vision for accelerating progress on academic quality and delivery . 	<ul style="list-style-type: none"> ❖ Commitment to RBS’s strategy and the ability to work harmoniously with colleagues and students ❖ A commitment to academic ideals in teaching and learning, student support , research, knowledge transfer and pastoral care. ❖ Ability to exercise tact and discretion and display a professional attitude towards colleagues, students and others. ❖ Promote RBS’s values and corporate objectives to colleagues and externally to RBS

Leadership Behaviours

*** Sets Self Direction:**

1. Practices above the line leadership (authentic, transforming, relating, encouraging)
2. Sets priorities
3. Keeps self focused
4. Executes and delivers consistently

*** Drive High Performance:**

1. Places student above and beyond
2. Drives results and efficiencies for self
3. Hold self accountable

*** Develop and Retain:**

1. Engages and inspires the other team members
2. Builds own skills and commitment
3. Develops own resilience

Please forward a detailed cv to hrapplications@regent.ac.za.