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Document URL	http://policies.griffith.edu.au/pdf/Position Statement - Group Pro Vice Chancellor.pdf
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Description	This position statement describes the role and responsibilities of the Group Pro Vice Chancellor.

Related documents

[Appointment of Academic Managers](#)

[Performance Management of Academic Managers Policy and Procedures](#)

[Staffing Delegations: Academic Groups](#)

[Structure and Governance of Academic Groups of the University](#)

[\[Role\]](#) [\[Responsibilities\]](#) [\[Reporting\]](#)

1. ROLE

The Group Pro Vice Chancellor is the academic and executive leader of a University Academic Group, a member of the University Executive and the key representative of the University to the community and the professions and disciplines associated with the Group.

The Group Pro Vice Chancellor is responsible for the academic leadership of the Group and the management of its financial resources and staff.

The Group Pro Vice Chancellor is responsible for the achievement of the key performance indicators (KPIs) at Group level of the University's Strategic Plan through leadership of the Group, Schools/Departments and Research Centres / Institutes.

The Group Pro Vice Chancellor reports to the Vice Chancellor, and works with the Senior Deputy Vice Chancellor, the Deputy Vice Chancellor (Academic), and the Deputy Vice Chancellor (Engagement) to support the outcomes of their portfolios.

2. RESPONSIBILITIES

2.1 The Group Pro Vice Chancellor is responsible for:

- developing and implementing the strategic direction for the Group which is aligned with the University Strategic Plan, performance indicators and targets;
- developing Group operational plans to give effect to the Group's strategic direction;
- ensuring that the appropriate budget and performance management arrangements are in place to give effect to the Group operational plan at all levels of the Group;
- developing a staffing and recruitment strategy to support the Group operational plan and to achieve performance indicators in research and learning, and aligning the Group budget with that staffing strategy;
- ensuring excellence in learning and teaching is pursued in the Group;
- ensuring that the Group and its constituent elements contribute to the achievement of Griffith's research goals;

- developing partnering/business opportunities for the Group and the University through representation and engagement with the community locally, nationally and internationally;
 - ensuring that the Group's senior managers establish and maintain effective relationships with the external community;
 - pursuing opportunities to increase the revenue available from sources other than the Commonwealth Grant Scheme;
 - the overall financial management of the group;
 - supervision of senior staff in the Group, including Deans and University Research Centre / Institute Directors;
 - establishing processes and KPIs for the Group to ensure that the University's commitment to equity and diversity are implemented;
 - establishing mechanisms and allocating resources to ensure the Group's compliance with health and safety legislation and University policies;
 - developing the academic culture of the Group and planning for campus development; and
 - ensuring compliance with University policies.
- 2.2 The Group Pro Vice Chancellor contributes to the material well-being of the University and to its image and standing by establishing and maintaining good relations with key personnel in other universities, in government agencies and business and by negotiating agreements with external bodies.
- 2.3 The Group Pro Vice Chancellor is, ex officio, a member of the:
- Academic Committee
 - Group Board
 - Senior Promotions Committee
 - Budget Advisory Group as Chair
 - Group Research Committee
- 2.4 The Group Pro Vice Chancellor has rights of audience and debate at meetings of University Council.
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3. REPORTING

- 3.1 The Group Pro Vice Chancellor reports to the Vice Chancellor.
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