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

Related documents

[Role] [Responsibilities] [Reporting]

1. ROLE

The Pro Vice Chancellor is a member of the University's Executive.

The Pro Vice Chancellor is the Head of the Logan Campus and plays a leadership role in building the University's capacity to respond to community needs, and in strengthening the profile of the Logan campus and the University in the region. The position is responsible for ensuring that the staff and student experience at the Logan campus reflects the goals and objectives of the University.

The Pro Vice Chancellor has responsibility for the Council of Elders and the Indigenous Community Engagement Policy and Partnerships Unit.

The Pro Vice Chancellor has responsibility for the University's library including supporting the Deputy Vice Chancellor (Academic) in relation to the University's learning and teaching strategy as it relates to the library.

The Pro Vice Chancellor also supports the Deputy Vice Chancellor (Academic) in relation to strategic oversight of the University's *Women in Leadership* initiatives.

2. RESPONSIBILITIES

The Pro Vice Chancellor is responsible for:

2.1 Head, Logan Campus

- Developing high-quality relationships within the University and external stakeholders within the Logan community, particularly the formation of productive partnerships to further both the Logan region's interests and the University's strategic priorities for the Logan campus.
- Engaging with Logan campus staff to build community and to respond to issues in relation to the campus work environment.
- Ensuring that the necessary frameworks, protocols and policies are operating to facilitate a Logan student experience that reflects the student-focused goals and objectives of the University.

- Developing approaches to student scholarly activity and welfare matters that enhance the Logan student experience and complement the student-focused goals and objectives of the University.
- Responsibility for the Council of Elders and the Indigenous Community Engagement Policy and Partnerships Unit.

2.2 University Library

- Providing strategic leadership and accountability for planning and policy in relation to the University's library services in support of the overall mission and strategic goals of the University.
- Contributing to the development of best practice library services by managing projects and consulting with organisations outside the University.

2.3 Women in Leadership

- Supporting the Deputy Vice Chancellor (Academic) in leading the strategic development of the Women in Leadership portfolio across the University.
- Enhancing a culture within the University which actively supports and promotes the Women in Leadership program of activities.

2.4 The Pro Vice Chancellor is also responsible for

- Maintaining, enhancing and achieving University-wide goals and objectives including those relating to equity and sustainability in the performance of their portfolio responsibilities.
- Managing budgets assigned through the University's budget allocation process or directly by the Vice Chancellor.
- Contributing to the effective management of the University by participating with other members of the Executive Group in planning and decision making and by providing specialist advice and support to the Vice Chancellor.
- Contributing 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.
- The Pro Vice Chancellor will perform such other portfolio responsibilities as approved by the Vice Chancellor.

The Pro Vice Chancellor has rights of audience and debate at meetings of the University Council and is an *ex officio* member of the Academic Committee; Research Committee; and Learning and Teaching Committee. The Pro Vice Chancellor also has rights of audience and debate at meetings of the Board of Graduate Research.

3. REPORTING

The Pro Vice Chancellor reports to the Vice Chancellor.
