

# Position Description

**Role Title:** Principal for the National Institute for Christian Education (NICE)

**Allocation:** Full Time

**Date Prepared:** 30 June 2022

# **POSITION DESCRIPTION: Principal for the National Institute for Christian Education.**

## **A. POSITION OVERVIEW**

The Principal of the National Institute has the responsibility of fostering Christian tertiary programs consistent with the Kuyperian heritage of the organisation. The Principal is ultimately responsible for the reputation of the National Institute through strategic leadership of all Academic programs, scholarly activities, oversight of staff, and the maintenance of stakeholder relationships.

## **B. PERSONAL CHARACTERISTICS & GENERAL ROLE EXPECTATIONS**

The following attributes are important for the role:

1. An actively demonstrated personal Christian faith.
2. Respect, promote and work within the organisational authority structure of Christian Education National.
3. A demonstrated commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN) and National Institute for Christian Education (NICE).
4. Relevant qualifications and/or experience that are relevant for this position. This includes the holding of a Phd or EdD (or nearing completion of either).
5. An ability to communicate in a manner that maintains the respect of the wider Christian Education community.
6. High level communication and interpersonal skills in working alongside members of the CEN community, including effective collaboration when working within the NICE Staff and Faculty.
7. A willingness to work in harmony and close collaboration with other members of the Christian Education National team.
8. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
9. A demonstrated commitment to professional self-development in the field of Christian Education.

*NB. Copies of the Constitution, the Vision and Core Values Statement can be found on the CEN website*

## C: MAIN FUNCTIONS & RESPONSIBILITIES

<b>Duties</b>	<b>Position Expectations</b>
1. <i>Strategic planning for the National Institute for Christian Education (NICE)</i>	1.1 Give leadership to NICE strategic and operational planning in liaison with the CEO, and in continuity with the CEN Strategic and Operational plans. 1.2 Maintain close communications with the CEN Board and CEO, including overseeing the preparation of reports for the Board.
2. <i>Give leadership to relationship with Alphacrucis (AC) and the Tertiary Education Quality and Standards Agency (TEQSA)</i>	2.1 Develop and maintain a trusting relationship with the leadership of AC, including face-to-face meetings on an agreed basis. 2.2 Oversee the preparation and presentation of the end of year Third Party Agreement (TPA) Report. 2.3 Ensure TEQSA requirements and standards are developed and/or maintained.
3. <i>Course development, review and revision</i>	3.1 Work closely with the Academic Staff in the development, review and revision of courses. 3.2 Ensure that the organization and running of the Academic Planning and Review Committee (APRC) is managed.
4. <i>Faculty oversight and development</i>	4.1 Ensure, in oversight of the NICE faculty, that they are maintaining standards in keeping with TEQSA and AC requirements, and which are responsive to the gospel of Christ. 4.2 Oversee the development of faculty meetings and potential retreats. 4.3 Encourage faculty professional development and scholarly engagement, including research output, publications and conference participation. 4.4 Ensure that a Faculty Report is presented to AC in keeping with requirements.
5. <i>Student recruitment and welfare</i>	5.1 Develop, along with the faculty, communication through growing relationships with CEN schools' Boards, Principals and Staff. 5.2 Oversee and participate in the recruitment of students in conjunction other relevant staff. 5.3 Ensure NICE students are effectively guided and nurtured throughout the time of their study with the Institute.
6. <i>Academic relationships nationally and internationally</i>	6.1 Oversee the development and maintenance of key relationships between NICE and other academic institutions both within Australia and throughout the world. 6.2 Ensure, along with NICE Board, leadership and staff, that NICE is a recognised and highly regarded Christian Tertiary organisation nationally and internationally.

<b>Duties</b>	<b>Position Expectations</b>
<i>7. Teaching and Learning</i>	<p>7.1 Lecture through either face-to-face or asynchronous online delivery of assigned National Institute classes.</p> <p>7.2 Provide students with timely communication and feedback in relation to messages, emails, forums, and with assessments.</p> <p>7.3 Participate in the review and renewal of relevant courses and subjects.</p> <p>7.4 Provide advice to tutors and new lecturers.</p> <p>7.5 Assist in the development of lecturers through promotion of a research agenda, conference participation and scholarly publication.</p>
<i>8. Student enrolment, communication, and supervision</i>	<p>8.1 Act as a member of the Student Affairs and Student Admission committees.</p> <p>8.2 Maintain a Student Information Centre.</p> <p>8.3 Provide course advice to new and continuing students.</p> <p>8.4 Communicate and respond to student enquiries as required.</p> <p>8.5 Ensure that new students are inducted through the Student Information Centre (and/or appropriate webinars).</p> <p>8.6 Support the supervision of Institute research students.</p> <p>8.7 Provide mechanisms and advice to assist lecturers in supporting students at risk.</p> <p>8.8 With AC, compile and monitor student survey feedback.</p>
<i>9. External Communication &amp; Institute Representation</i>	<p>9.1 Communicate and resource CEN SEO's with relevant Institute related materials.</p> <p>9.2 With discernment, attend meetings of scholarly organisations and associations to improve the quality and its role in the broader academic community.</p>
<i>10. Strategic Planning, Marketing &amp; Budgets</i>	<p>10.1 Review and renew process to enhance student engagement.</p> <p>10.2 Oversee the development of appropriate academic calendars including Faculty Calendars, Semester Timetable.</p> <p>10.3 Engage with Marketing ideas and suggestions with the Communications Coordinator</p> <p>10.4 Manage and develop the NICE budget year on year.</p>
<i>11. Quality and Standards</i>	<p>11.1 Oversee the implementation of Quality Standards with respect to Academic programs and delivery.</p> <p>11.2 Oversee the implementation of Academic policy and practices including enrolment, assessment, and moderation.</p>

<b>Duties</b>	<b>Position Expectations</b>
<i>12. Professional Academic Development (Personal)</i>	12.1 Maintain a professional reading plan. 12.2 Maintain a research article submission plan. 12.3 As appropriate, be involved in new and ongoing research projects. 12.4 Attend academic conferences or professional development courses as appropriate to role.
<i>13. CEN Professional Learning and Christian Teachers Journal</i>	12.5 Provide oversight of the Professional Learning offerings of CEN, including bookings, promotion and content. 12.6 Establish a PL team of staff and occasional presenters to continuously review existing courses and develop new ones to be accessible to CEN member schools. 12.7 Oversee the production and editing of the Christian Teachers Journal
<i>13. Journals and publishing</i>	13.1 Contribute to the editing, planning, and publishing of journals and resources.

**D. ACCOUNTABILITY**

The National Institute Principal is responsible to the CEO of Christian Education National, and the CEN National Board.