

TE TŪRANGA MAHI | POSITION DESCRIPTION

TITLE OF POSITION Executive Dean	SERVICE AREA Faculty of Society and Business	
REPORTS TO Vice-Chancellor	LAST REVIEWED September 2026	SALARY BAND Senior IEA

KAUPAPA | PURPOSE

The **Executive Dean** provides strong academic and strategic leadership for the faculty (or faculties), fostering excellence in teaching and learning, research, scholarship, professional practice, and academic citizenship. The role also encompasses professional service and administration.

A key responsibility is strengthening connections, ensuring cross-disciplinary collaboration among schools and research centres while building strong partnerships across the university and with external stakeholders. As a member of the university leadership team, the Executive Dean plays a critical role, aligning faculty priorities with the university's mission and values, driving sustainable growth, advancing equity and excellence, and enhancing the university's contribution and impact.

AUT recognises and respects the importance of Te Tiriti o Waitangi (The Treaty of Waitangi) and its centrality to the mission and work of the University. Through Te Aronui, AUT's Te Tiriti *Framework*, we give life to this commitment — guiding how we lead and work in partnership with tangata whenua (Indigenous people of Aotearoa), uphold equity and inclusion, and create mana-enhancing (uplifting or strengthening of dignity, authority, and integrity) outcomes for all.

WHAKAWHANAUNGATANGA | KEY RELATIONSHIPS

External

- Government agencies
- Relevant stakeholders, professional associations and employers
- Other national and international tertiary education providers

Internal

- Vice Chancellor
- Deputy Vice Chancellors
- Executive Deans of other faculties
- Pro Vice Chancellors / Assistant Vice Chancellors
- Deputy Deans
- Heads of School
- Directors of faculty research entities
- Faculty Head of Finance
- Faculty Registrar / Academic Quality Manager
- Other university leaders
- Executive Assistant
- Faculty staff and students

NGĀ TAKOHANGA | KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
Strategic and academic leadership	▪ Collaboration with the Vice-Chancellor, Deputy Vice-Chancellors, other Executive Deans, and Pro and Assistant Vice Chancellors is effectively maintained to advance the university's academic mission and strategic objectives. ▪ An inspiring vision and aligned strategic direction for the faculty is implemented.

RESPONSIBILITY	EXPECTED OUTCOMES
	▪ An engaging teaching and learning environment is created to respond to the evolving needs of employers, equipping students with relevant knowledge and transferrable skills. ▪ Research, scholarship and professional practice are championed through an appropriate mix of high-quality, internationally recognised and locally impactful contributions. ▪ Academic citizenship and service at university, national, and international levels is competently conducted with positive reputational benefit ensuing. ▪ Cross-faculty and interdisciplinary collaboration is promoted to maximise opportunities for joint work and impact.
Growth and consolidation, development and sustainability	▪ Creative thinking and informed debate is encouraged regarding the future development and direction of the faculty in recognition of market trends and emerging challenges. ▪ Growth and consolidation opportunities, including partnerships and funding sources are identified and leveraged. ▪ Efficient resource allocation supports strategic priorities and long-term sustainability.
Advancing Te Tiriti responsiveness	▪ Adoption and integration of initiatives under the university's Te Tiriti responsiveness framework occurs across faculty operations. ▪ Professional development is promoted to advance staff knowledge and understanding of Te Tiriti. ▪ Goals for staff performance and achievement in Te Tiriti initiatives are set in collaboration with the Te Toi Aronui.
Pacific engagement	▪ Initiatives enhancing the university's commitment to the Pacific community are led and supported in collaboration with the Pro Vice-Chancellor Pacific.
Operational leadership	▪ The Faculty Executive Team is effectively led to drive the achievement of strategic goals across all portfolio areas, fostering collective accountability, alignment, and high performance. ▪ Effective management of faculty operations is overseen, including budget preparation, financial administration, and resource allocation. ▪ Forecast financial outcomes are achieved, with appropriate adjustments made towards a positive end-of-year out-turn.

RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Risks are managed, and compliance with legislation, university standards and policies is ensured. ▪ Faculty performance is aligned to the achievement of key performance indicators.
Engagement and representation	▪ Effective relationships are maintained with external stakeholders, with opportunities sought for the university to partner for mutual benefit. ▪ Representation of the university occurs in ways that enhance its reputation for positive outcomes.
Faculty/School /Division specific Any accountabilities specific to the Faculty / School / Division and additional to the above will be outlined in a separate Schedule A (if applicable).	
Leveraging Digital Tools Lead, promote and embed responsible use of digital tools, according to AUT policies, procedures and guidelines, to enhance decision-making, streamline processes, and improve outcomes for all.	▪ AUT's policies and guidelines are followed when using digital tools including AI, with attention to data privacy, transparency, and fairness. ▪ Digital tools including AI are applied where appropriate and in line with AUT's guidelines, to enhance the quality, efficiency, or creativity of your work. ▪ Opportunities to integrate digital tools and practices in everyday workflows are identified to improve efficiency, accuracy, or service delivery and learnings are shared. ▪ AUT expectations around ethical, safe, and effective digital tools including AI are clearly communicated in supporting the work of the team. ▪ Role-model digital curiosity and responsible experimentation with digital tools including AI, staying within AUT's ethical, legal, and operational frameworks. ▪ Team capability uplift in digital literacy and tool use is ensured through coaching, resources, or identifying training needs.
Te Aronui – AUT's Te Tiriti Framework Lead the embedding of Te Aronui, AUT's Te Tiriti Framework, by giving practical effect to Te Tiriti o Waitangi through leadership that is authentic, relational, and accountable.	▪ AUT's commitment to partnership, protection, and participation is championed in all areas of responsibility. ▪ AUT's four Tiriti Enactments are given effect – Whakaawe (enabling Māori influence), Whakaea (realising Māori aspirations), Whakamana (ensuring equitable outcomes for

RESPONSIBILITY	EXPECTED OUTCOMES
	all), and Whakanui (eliminating racism and discrimination). - Conditions are created where tangata whenua and tangata Tiriti work alongside each other for collective wellbeing and to enable equitable and mana-enhancing outcomes for all. - Te Aronui is embedded in planning, policy, recruitment, professional development, and decision-making processes. - Learning that builds cultural capability and confidence to enact Te Aronui in practice is engaged in and enabled.
AUT Values Lead in alignment with Pono (fact, truth, reality, integrity). Tika (Act accordingly, do what is needed, ethical expression) and Aroha (empathy, care, compassion, passion) creating an environment where these values are consistently demonstrated and embedded in team practice.	- AUT's values are role-modelled in everyday leadership, communication, and decision-making. - Inclusion, belonging, and continuous growth are fostered within your team. - An active contribution is made to a culture that reflects AUT's values of tika, pono and aroha, and gives life to our Te Tiriti commitments through Te Aronui.
People Leadership Proactively incorporate the People Leader Essentials guide into all work.	- Performance expectations are well understood and regularly reinforced through constructive coaching, timely feedback, and recognition of achievements, with performance and behavioural issues addressed early and appropriately. - Capability and confidence are built in team members through effective coaching, mentoring and development opportunities that enable high performance and career growth. - A psychologically safe, collaborative, and learning-focused work environment is fostered, where diverse voices are valued and staff are empowered to engage and innovate. - Active collaboration across teams, faculties and divisions enables the sharing of knowledge and expertise to strengthen relationships, enhance collective capability and contribute to AUT's overall success.
Health, Safety and Wellbeing Lead a faculty culture in which health, safety and wellbeing are considered in decisions, planning and day-to-day work. Ensure faculty	Leaders and staff understand their responsibilities and have the information, capability and support needed to work safely.

RESPONSIBILITY	EXPECTED OUTCOMES
activities are appropriately resourced and managed in line with AUT's Health, Safety & Wellbeing Management Framework.	▪ Significant physical and psychosocial risks are identified, owned and effectively controlled, with particular attention to critical risks. ▪ Staff are engaged in health and safety matters, and the faculty coordinates with others where activities or risks overlap. ▪ Incidents, assurance findings and emerging risks lead to timely action; material issues are escalated through the appropriate AUT processes. ▪ Use relevant health and safety information to monitor performance and improve faculty practice.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.

TE HOROPAKI WHAKAHAERE | ORGANISATIONAL CONTEXT

As per Delegated Authorities

Roles reporting directly to the Vice Chancellor; Deputy Vice Chancellor, Te Toi Aronui, Executive Deans, Assistant Vice Chancellors, Pro Vice Chancellors	Tier 1
Senior Managers, including Deputy Deans, Heads of Schools, Group Directors, Directors	Tier 2
Managers including Directors, School Managers, Directors of Institutes/Research Centres	Tier 3
This Role	Tier 1

UAUATANGA | COMPLEXITY

The role of Executive Dean is shaped by the multiple demands of the position and the continuous impact of external influences on the university. The Executive Dean navigates a range of challenges, requiring adaptability, agility, and strategic foresight.

This complexity extends to implementing an inspiring vision for the faculty, creating an engaging teaching and learning environment, promoting research excellence and impact, fostering collaborative relationships and strengthening partnerships, along with advancing equity-focused initiatives.

The Dean exercises judgment and discretion within the delegated authority, making decisions that align with faculty and university strategic priorities. While guidance is available, the role also involves a high level of autonomy. The dean is accountable for the quality of outcomes. Managing faculty resources requires a multi-faceted approach, both predicting and responding to the evolving landscape.

Success in this role also depends on effective collaboration with a wide range of both internal and external stakeholders. Strong communication and diplomacy skills are essential for building and maintaining productive relationships and enhancing a positive university's reputation.

MANA WHAKAHAERE | AUTHORITIES

Delegations/Contractual

As per delegated authorities' policy.

Staff

Staff reporting directly to this position normally include a Deputy Dean, Directors and an Executive Assistant. Total number of staff in the faculty may range between 800-900.

Financial

As per Financial Delegations Policy. Discretionary spending with approved limits, within assigned areas of responsibility up to a maximum of \$250,000 subject to the requirement to report to the Vice-Chancellor, expenditure over \$125,000.

NGĀ WHAKARITENGA TANGATA | PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
A record of distinguished academic, research and/or professional achievement in a relevant field	- PhD or other higher research degree - Appointability as a Professor
KNOWLEDGE & EXPERIENCE	
- Demonstrated success in developing and sustaining growth in a university faculty, school / department, or in a relevant professional setting - Minimum of five years' experience in a senior management role with experience in leading large numbers of staff - Strong strategic ability with a track record of strategy implementation, innovation and effective decision-making. - Demonstrated understanding of and commitment to Te Tiriti o Waitangi, to Māori, and to equity (for international candidates, a demonstrated commitment to indigenous peoples and equity)	
SKILLS	
- Vision and passion to develop and execute the Faculty's mission, goals, and objectives in a globally competitive and rapidly evolving environment - Comprehensive understanding and appreciation of the dual role of Executive Dean, encompassing both academic leadership and people leadership - Cultural intelligence with appreciation for the many and diverse communities of Auckland, in addition to the international communities with whom the University seeks to engage - Ability to foster a culture of innovation, and collaboration across various disciplines to meet evolving demands and seize emerging opportunities - Ability to establish and maintain effective relationships with external stakeholders - Leadership of high-performing teams, developing capability, fostering inclusivity, and ensuring performance is managed effectively and proactively - Identification, analysis and resolution of operational and strategic level problems - Navigation of complexity, leading digital transformation, and driving institutional agility	Knowledge of funding models, approaches to revenue generation and financial stewardship within the higher education sector

▪ Strong understanding of financial management, budgeting, and resource allocation to support institutional sustainability	
ATTRIBUTES	
▪ Visionary thinker with strategic foresight ▪ Self-aware ▪ Initiative and drive to deliver results ▪ Pragmatic ▪ Patient and persevering ▪ Calm approach in dealing with complex and pressurised situations ▪ Strong moral compass and commitment to transparency ▪ Emotional intelligence ▪ Evidence-based decision-maker ▪ Agility and innovative ▪ Professionalism and diplomacy ▪ Team player	