



WESTERN SYDNEY UNIVERSITY

CAMPUS PROVOST and DEPUTY PROVOST

Position Description

The Campus Provost and Deputy Provost are the faces of the University to the external community around the campus and has an important role in building a sense of community and creating a sense of place and identity for those who study and work on the campus. The Campus Provost and Deputy Provost represents the University, where appropriate, works to build external relationships and goodwill at local government and community events and provides leadership in ensuring the campus is welcoming, and functions as a “home away from home” for staff and students.

The Campus Provost and Deputy Provost have a discretionary budget against an annual plan for campus and community events and will provide regular reports on activities and initiatives to the University Central Provost Committee.

Major responsibilities of the Campus Provost and Deputy Provost

(i) Represent the Vice-Chancellor and the University to the local community

The Campus Provost and Deputy Provost are the ‘local’ public faces of the university as the first point of contact on the campus for:

- Local media (in conjunction with the Office of the Vice-Chancellor and the Office of Marketing and Communication).
- Industry and business leaders.
- Local Councils, State and Federal Government representatives (in conjunction with the Office of the Vice-Chancellor).
- Local schools, educational facilities and TAFE Colleges (in conjunction with the relevant Schools, Institutes and others).
- Visiting dignitaries (in conjunction with the Office of the Vice-Chancellor and the Office of Marketing and Communication).
- Community organisations including (but not limited to) sporting bodies, cultural and religious groups, business groups, charity organisations, etc.

(ii) Internal Campus Relations

The Campus Provost and Deputy Provost provides leadership in the creation of a rich campus life for both staff and students by:

- Liaising with other senior officers on the campus in the management and handling of issues and events relevant to the Campus.
- Chairing the Provost Campus Committee.
- Promoting the integration of students in Campus residences into campus life.
- Raising issues concerning quality of service provision and to relevant Senior Officers.
- Liaising with the Student Campus Council and other student representatives and involving them actively as invited members of the Provost Campus Committee in campus and community events, consultations and programs.
- Providing advice to coordinators of services and student residences.



- Meeting with other Campus Provosts to share examples of good practice across the University, discuss issues of concern, review funding expenditure and developed agreed strategies for implementation across the University.
- Engage with external representatives from organisations that have a presence on our campuses, e.g. gym, food and beverage, community organisations.

(iii) Crisis response

The Campus Provost and Deputy Provost act in accordance with University policy and procedures in situations such as:

- Where the established channels for crisis management are unavailable, taking on the leadership until the responsible officer(s) become available and providing a reassuring and familiar presence.
- Where there is a situation on campus that requires action with regards to emergency response and preparedness, ensure that the University's action plan is followed and assist staff and students as required.
- Where there is an on-campus death of a student or staff member, assist the Death Response Plan Coordinator with the implementation of the Death Response Plan and to ensure that the matter is dealt with in a consistent, respectful and timely manner.

(iv) Other responsibilities

The Campus Provost and Deputy Provost will also be responsible in the following circumstances:

- Investigate, hear and decide Category 1 general misconduct that occurs within campus or other premises (including Student residences) for which the Campus Provost is responsible, in accordance with the [Student Misconduct Rule](#) as the Authorised Officer.

Appointment

The Campus Provost and Deputy Provost are always a senior staff member based at the campus and are appointed by the Vice-Chancellor by direct nomination or through an expression of interest process. These appointments are for three years with the possibility of renewal by mutual agreement. There will be a salary supplementation of 10% if the appointee is not already holding a senior officer position or a loading on base remuneration.

Provosts sit within the Senior Deputy Vice Chancellor portfolio, and communications with regards to Provost appointments will be made from this office.

The Campus Provost will Chair the relevant Provost Campus Committee meetings, with the Deputy Provost as the Deputy Chair. The Campus Provost and Deputy Provost will also be representatives on the University Central Provost Committee.

Selection Criteria

- A demonstrated and genuine interest in or knowledge of the local community.
- A proven capacity to build relationships and communicate effectively with local Government, community leaders, politicians, the media and other stakeholders.



- A demonstrated affinity with and interest in students and their experience at University.
- An ability to relate well to colleagues at all levels and in diverse roles on campus and to engage them in campus life experience.
- Skill in responding to urgent or critical situations and ensuring they are appropriately dealt with.

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