

## **NUMed Malaysia Sdn Bhd**

### **Dean of Student Support, Associate Professor / Professor**

An exciting new leadership opportunity has become available at NUMed, Malaysia and we would like to invite applications for the position of Dean of Student Support. You should have an excellent record of leadership achievement, and strong academic credentials, and a commitment to values-driven leadership in line with the University Vision and Strategy.

This leadership opportunity is available for 3yrs and is underpinned by an ongoing academic position as Associate Professor/Professor within NUMed, Malaysia. This can be a clinical or non-clinical role.

As Dean you will be accountable for the strategic student support plan of NUMed, ensuring its objectives and outcomes are aligned to the University vision and strategy. You will manage all aspects of the delivery of the student support strategy and agenda delivered at NUMed and its partner institutions and organisations.

You will be expected to participate in undergraduate student teaching. For clinical applicants, you will also undertake clinical responsibilities as appropriate for a clinical Professor/Associate Professor

To apply please provide a covering letter providing evidence of how you meet the essential criteria outlined within the person specification of the Associate Prof/Professor job description. Please also provide a statement describing how you will contribute to the leadership opportunity of Dean of Student Support, considering the person specification required for this role. In addition, please include your CV. Formal applications should be sent via email to [nirmala.arjunan@newcastle.edu.my](mailto:nirmala.arjunan@newcastle.edu.my)

For an informal/confidential conversation about this role please contact Prof Vishna at [Vishna.nadarajah@newcastle.edu.my](mailto:Vishna.nadarajah@newcastle.edu.my)

## **NUMed Malaysia Sdn Bhd**

### **Dean of Student Support, Associate Professor / Professor**

#### ***Main Purpose:***

We are looking for a vibrant individual to head up our student progress and support services. The dean's role is both external and internal -facing and desirable applicants will invariably be the front face of provision of student support at the institution. Successful applicants must thrive on continually revising and improving support and progress structures, looking continually for innovative and creative solutions to improving structures, within the framework set by the wider University and with the ultimate well-being of the student body as the key focus.

These roles include but are not limited to the following tasks/duties:

- Managing crises or emergencies that may affect students' well-being, including mental health crises, academic difficulties, or personal emergencies.
- Managing the budget for student support services, allocating resources effectively to meet the needs of students.
- Overseeing counselling services and mental health support systems, ensuring students have access to professional help when needed.
- Provide pastoral/wellbeing and study skills support to NUMed students.
- Coordinate the implementation of Level 1, 2 and 3 Support to Study Procedures
- Lead liaison with School based Health and Wellbeing Advisor, SHWS and Student Progress in central university, and NUMed colleagues to provide information on student support and to ensure that University policies related to student support are followed.
- Coordinate with external health service providers the referral of students to Occupational Health (OH) and the implementation of OH recommendations including reasonable adjustments to the course and assessments.
- To manage support of students progressing through FtP processes, StS processes, interruption of studies, unsuccessful candidates, other progression issues and exceptional circumstances, ensuring academic mentor/personal tutor remains actively involved (and support personal tutors).
- To ensure, coordinate and implement student support plans for pastoral/wellbeing, disability support and study skills support to NUMed students.
- Working closely with faculty, staff, and other administrators to address student needs and concerns holistically.
- Collecting and analyzing data related to student support services, identifying trends, and making recommendations for improvement.
- Participating in the development and review of institutional policies related to student support, ensuring alignment with best practices and legal requirements.
- Staying current with trends and best practices in student affairs through professional development activities, conferences, and networking opportunities.

#### **Leadership Responsibilities**

- Manage issues related to student support that are relevant to the continued delivery and enhancement of undergraduate medical education.
- Work with Deans/Director of academic programmes to ensure that all staff are involved in the delivery of student support.
- Plan, organize, gain appropriate funding, and carry out own or collaborative educational research related to student support.

## **NUMed Malaysia Sdn Bhd**

### **Dean of Student Support, Associate Professor / Professor**

#### **Strategy and Management**

- To regularly review NUMed's performance against the student support strategy, and to initiate appropriate action to achieve the objectives
- Orient new Academic staff on the Newcastle University Personal Tutoring Framework and NUMed Student Support Services.
- Provide support and advice and disseminate information related to the provision of pastoral/wellbeing and study skills support to the Student Support Team, Academic Mentors and Personal Tutors.
- Manage student support team
- To identify and plan to address training needs of the Student Support Team and the NUMed Counsellor.

#### **Reporting Relationships**

Reports to CEO NUMed Malaysia and work along with NUMed Executive Board and Faculty of Medical Sciences

#### **Tenure of Post**

Three-year post with the possibility of extension.

It is expected that your Dean responsibilities will cover 28hrs per week with the remaining hours being allocated to your substantive role as Associate Prof/Professor

#### ***Person Specification and criteria***

##### ***Knowledge, Skills and Experience***

##### **Dean Of Student Support**

- Demonstrated ability to provide effective leadership and strategic direction for student support programs and services.
- Experience in team-building, mentoring, and fostering a positive and inclusive campus culture.
- Commitment to promoting student success, well-being, and holistic development.
- Understanding of the diverse needs and backgrounds of students, including those from underrepresented or marginalized communities.
- Experience in crisis intervention, mental health support, and addressing student emergencies.
- Knowledge of relevant legal and ethical guidelines, including confidentiality and privacy laws, as they pertain to student support services.
- Strong commitment to fostering a campus environment that is inclusive, equitable, and supportive of all students.
- Membership in relevant professional associations and participation in networking opportunities to stay connected with colleagues and industry trends.

## **NUMed Malaysia Sdn Bhd**

### **Dean of Student Support, Associate Professor / Professor**

#### **Attributes and Behaviour**

- Ability to work effectively in a multidisciplinary team environment and foster a spirit of cooperation and mutual respect
- ability to assess the effectiveness of existing programs and services and implement enhancements or new initiatives as needed
- Creative problem-solving skills and willingness to explore innovative approaches to address evolving student needs and challenges.
- Ability to recognize and address systemic barriers to student success and implement initiatives to promote equity and social justice.
- Willingness to engage in ongoing professional development activities, including attending conferences, workshops, and training sessions related to student affairs and support services.
- Strong communication and interpersonal skills to engage with students, staff, faculty, and other stakeholders.
- Ability to advocate for student interests and address their concerns in a supportive and empowering manner.
- Ability to collaborate effectively with campus health services, counseling centers, hospitals and other resources to ensure a comprehensive support network for students.

#### **Associate Professor / Professor (the substantive post underpinning the role Dean of Student Support)**

##### **NUMed Malaysia**

##### *Main Purpose*

The Clinical / Non-Clinical Professor is responsible for teaching and guiding students in specialized academic disciplines outside the realm of clinical practice within (e.g., Clinical specialities – mental health, Genetics, Biomedical Science and similar specialisation.). This role involves designing and delivering lectures, developing curriculum materials, conducting research, mentoring students, and contributing to the academic community through scholarly activities.

##### **Key Responsibilities**

##### **(Academic & Research)**

##### **Teaching**

You will be expected to lead and participate in undergraduate medical student teaching and contribute to postgraduate teaching. You are required to:

- Develop and deliver lectures, seminars, and workshops in the designated field of expertise.
- Create and update course materials, including syllabi, assignments, and assessments, aligned with departmental standards.
- Utilize innovative teaching methods to engage students and enhance learning experiences.

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### **Dean of Student Support, Associate Professor / Professor**

#### **Professional Development and Continuous Learning:**

- Stay updated with current trends, advancements, and methodologies within the field of expertise.
- Engage in professional development activities, such as attending conferences, workshops, or pursuing additional certifications.

#### **Research and Scholarly Activities:**

- Conduct independent research and publish scholarly articles, papers, or books in relevant academic journals or publications.
- Present research findings at conferences, seminars, or workshops to contribute to the academic community
- Attract research funding to support your own areas of research activity.

#### ***Person Specification and criteria***

##### ***Knowledge, Skills and Experience***

***To be considered at Professor level you will need to evidence your experience at Associate Professor outlined above as well as the below criteria***

#### **Teaching**

- A track record of outstanding recruitment, supervision and outcomes for students undertaking both taught and research programmes
- Sustained and successful innovations in curriculum design, delivery, media and /or content recognised as making a major contribution and /or impact to the subject/discipline
- Sustained high quality contribution to pedagogic research and/or publication of innovative, and/or widely respected textbooks and teaching materials
- Leadership of substantial, multi-institutional, regional, national or international teaching/training facilities or programmes (Desirable)

#### **Engagement, Management and Leadership**

- The ability to develop and maintain innovative and/or creative relationships, (may include secondment or other forms of service) with external bodies at a regional, national or international level, bringing a substantial benefit to the University as well as reciprocal benefit to society
- A record of making a substantial contribution to University income and surplus, from consultancy activities based on academic activities and contributing to the local or national economy, or to the development of professional policy or practice
- Demonstrated ability to play a leading role in the development and delivery of key projects and collaborations with high reputational impact
- Demonstrated ability in acting as a role model in terms of their leadership and overall contribution to the Unit, Faculty and University

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### **Dean of Student Support, Associate Professor / Professor**

- Evidence of the provision of academic guidance and mentoring to academic colleagues, including leading, motivating and developing the performance of colleagues
- Evidence of substantial and productive interaction with regional and/or national or international industrial or commercial sectors, leading to the productive application of research, over an extended period with clear and defined benefits/impact (Desirable)
- Evidence of successful exploitation of intellectual property rights through patents, licenses, etc. resulting in a substantial contribution to university income and or a more general benefit to society and/or establishing a successful spin out company for the University, of benefit to the local or national economy (Desirable)
- Provision of leadership or a contribution at a senior level to one or more professional bodies (Desirable)

#### **Research**

- A demonstrated ability to provide leadership relating to research outputs and impact, resulting in a substantial volume of high quality refereed academic publications, impact indicators and an appropriate track record of appropriate citations
- A proven and significant track record in the management and direction of a substantial research group, including the acquisition and management of funds
- Track record of leadership of funding bids which develop and sustain research support for the specialist area and advance the reputation of the Institute and the University
- Involvement in the refereeing, editing and assessment of articles and/or research proposals for leading academic or professional journals or for recognised funding bodies (Desirable)

#### **Attributes and Behaviour**

- Highly developed leadership and communication skills with evidence of successful team and collaborative working.
- Commitment and ability to lead, enthuse and nurture colleagues in developing a value-based culture that advances equality, diversity and inclusivity and enables colleagues to thrive and succeed.
- The ability to mentor and support Early Career and clinical / nonclinical colleagues.
- Highly developed interpersonal, influencing skills and project management abilities necessary to engage collaboratively across a range of activities in the Hospital/relevant research Institutions and University, and to lead as an Academic Citizen and Professor.
- Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other external agencies as required (clinical role)

#### **Qualifications**

- A doctoral degree (Ph.D. or equivalent) in the relevant field.

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### **Dean of Student Support, Associate Professor / Professor**

For a clinical appointment:

- Full registration with a current license to practice, or eligibility for full registration, with the Malaysian Medical Council (MMC) or relevant professional body registration
- Sub-specialty training in chosen specialty
- Registration with relevant professional bodies (Ex: MMC / Pharmacology/Dentistry)

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SAP	Position
Number:	
Grade:	Choose an item.
Effective Date:	01/03/2019