

**Job Title:**

Chief Trainer (and if qualified for the position, Dean)

Faculty:

Faculty of Health Care and Paramedic Skills Education

Brief of Job Profile:

The Chief trainer/Dean is a well-known professional with a wealth of knowledge in the relevant industries, ecosystems for skill development, and vocational education. S/He creates the curriculum and complies with health care industry norms and requirements. S/He offers instructors, industry professionals, students, and trainers hands-on, practical training. S/He works along with experts in the field to keep the programme updated and relevant. S/He cultivates an inventive and encouraging learning atmosphere in addition to hiring, training, and evaluating teachers/trainers. Ensure that the department has all it needs to function properly by managing the budget and allocating resources.

In her/his role as the Dean, the Chief Trainer is responsible for both academic and administrative responsibilities to facilitate the expansion and development of their department within the university. S/he is responsible for bringing the faculty to the next level of success by developing customized courses for what is needed in health care and implement them. For this, s/he has to build strong collaboration with health care organizations. As a part of BSDU, s/he should connect with other faculties and should be adaptive to the importance of BSDU's vision of skill training, based on Swiss educational system.

Last but not least, s/he should be a passionate teacher for the students to awaken in them the joy of the chosen profession.

Roles and Responsibilities:

The vocational university Chief Trainer/Dean holds a crucial administrative position and is responsible for overseeing various aspects of the university. In addition to serving as a model trainer with deep domain expertise, some of the primary duties of a vocational university Dean include:

- ✚ **Academic Leadership:** Deans provide academic leadership within their respective departments. They collaborate closely with departmental staff members to ensure the quality and relevance of academic programs.
- ✚ **Strategic Planning:** Deans actively participate in the development of the university's strategic plan, particularly focusing on the academic goals and initiatives of their specific department.
- ✚ **Budget Management:** Deans often have the responsibility of managing the budget for their academic unit. This involves allocating resources for faculty, staff, programs, and facilities.
- ✚ **Faculty Recruitment and Development:** Deans play a crucial role in recruiting and retaining qualified faculty members. They also support professional development opportunities for faculty and assess their performance.
- ✚ **Curriculum Development:** Deans are involved in the development and updating of the curriculum to ensure that academic programs align with industry needs and standards. They may collaborate with faculty members to implement changes or improvements.



- ✚ **Student Affairs:** Deans oversee student affairs within their academic unit. This includes addressing student concerns, collaborating with student services, and ensuring a positive learning environment.
- ✚ **Accreditation:** Deans work diligently to maintain and achieve accreditation for their academic programs. This involves ensuring that the programs meet or exceed established standards.
- ✚ **Community Engagement:** Deans frequently interact with the local community, industry partners, and other stakeholders to cultivate relationships that can be advantageous to the university and its students. This could entail collaborating on projects, internships, or research endeavors.
- ✚ **Policy Development:** Deans contribute to the formulation of policies and procedures within their academic department and may also participate in making university-wide policy decisions.
- ✚ **Representation:** Deans serve as representatives of their academic unit within the university administration. They may partake in university-wide committees and meetings, offering their insights on decisions that have an impact on the entire institution.
- ✚ **Fundraising and Development:** Deans may play a role in fundraising efforts to secure additional resources for their academic unit. This may involve soliciting donations, grants, or other forms of financial support.
- ✚ **Providing Practical Training to Students:** Deans actively engage in providing hands-on training to students, faculty members, and industry employees.

Minimum Eligibility Criteria:

The eligibility criteria for the position of Dean at a vocational university can vary depending on the specific university and its requirements. However, some common qualifications and criteria may include:

- ✚ Bachelor's in Nursing; Master's of Nursing (MSN) in any specialty/Ph. D. degree in relevant field preferred.
- ✚ High priority will be given to Industry-experienced candidates in relevant fields. At least 5 years of clinical experience
- ✚ Significant administrative experience, preferably in a leadership role within a higher education institution preferred. Proven track record of effective management and strategic planning.
- ✚ Demonstrated leadership abilities and effective communication skills. Ability to collaborate with faculty, staff, students, and external partners.
- ✚ Effective communication skills, both verbal and written, are essential. The ability to engage with students, colleagues, and industry professionals is crucial.

Key Competencies requirements:

The success and effectiveness of a vocational university heavily rely on the competencies of its Chief trainers and Deans. Here are some essential skills that a vocational university Chief trainer and/or Dean should possess:

- ✚ **Educational Leadership:** The ability to provide a clear vision and strategic direction for the vocational university, creating an environment that fosters academic excellence and student success.
- ✚ **Industry Knowledge:** A deep understanding of the industries related to the vocational programs offered by the university, allowing them to align the curriculum with industry needs and trends.
- ✚ **Curriculum Development:** The expertise to design and implement relevant and up-to-date curricula that prepare students for real-world challenges and opportunities in their respective fields.



- ✦ Student Engagement: The capability to create a positive and engaging learning environment, as well as to support initiatives that enhance student learning experiences and personal development.
- ✦ Relationship Building: Building and maintaining strong relationships with industry partners, government agencies, and other educational institutions to facilitate collaboration, internships, and employment opportunities for students.
- ✦ Financial Management: The ability to manage budgets and finances efficiently to ensure the financial sustainability of the vocational university.
- ✦ Communication Skills: Strong communication skills to effectively interact with students, faculty, staff, and external stakeholders. This includes public speaking, writing, and interpersonal communication.
- ✦ Problem Solving: The skill to analyze complex issues, make informed decisions, and address challenges effectively, ensuring the smooth operation of the vocational university.
- ✦ Innovation and Adaptability: A forward-thinking mindset that embraces innovation and the ability to adapt to changes in education, technology, and industry demands.
- ✦ Advocacy for Vocational Education: A commitment to promoting the value of vocational education and advocating for its importance in preparing students for success.
- ✦ Ethical Leadership: Exemplifying ethical behavior and promoting a culture of integrity and professionalism within the vocational university community.
- ✦ Team Building: The skill to build and lead a diverse team of faculty and staff, fostering a collaborative and inclusive culture.