

# Head of School



Curtin University

<b>POSITION NUMBER</b>	101060H	<b>SCHOOL/AREA</b>	School of Management
<b>CLASSIFICATION</b>	ALE	<b>FACULTY</b>	Curtin Business School
<b>LINE MANAGER</b>	Pro Vice-Chancellor, CBS	<b>POSITION NUMBER</b>	121002D

## ACADEMIC ROLE STATEMENT

The University has generic role statements for categories and levels of academic positions. Attached is the role statement/s applicable to this position. The statement outlines the accountabilities and responsibilities expected of an academic appointed to this category and this level and includes the selection criteria for appointment.

For specific details regarding the role of Head of School please refer below.

## POSITION OVERVIEW

Management is about taking a leading role- planning what needs to be done to achieve organisational goals, organising the resources to reach those goals, motivating and mentoring people, and measuring performance, amongst other things. The School of Management is committed to producing graduates who possess these skills, and offers a range of undergraduate and postgraduate course options.

The position of Head of School is a leading role providing strategic leadership of the School within the Curtin Planning Framework and the CBS strategic plan. This important role is essential for the effective functioning of the school through leading the delivery of outstanding academic programs in teaching and learning and through facilitation of excellence in research. As Head of School you are responsible in representing the school's interests and are a strong leader in representing the Curtin Values and code of conduct. It is essential that you demonstrate effective communication and a supportive culture and moral within the school.

## ROLE OF HEAD OF SCHOOL

The Head of School is responsible for the academic and strategic leadership of the School within the Curtin Planning Framework and the relevant Faculty Strategic Plan. Reporting to the Pro Vice-Chancellor of the Faculty, the role works in partnership with the School Business Manager, and together they are responsible for the efficient and effective functioning of the School.

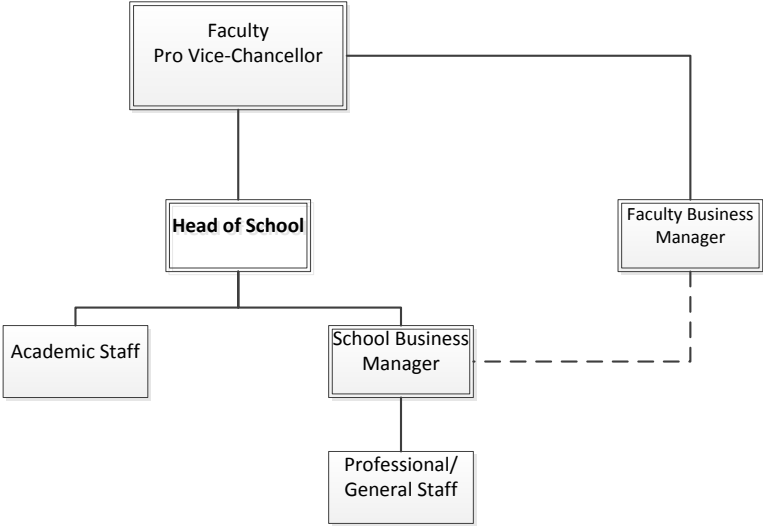
The Head of School is a member of the Faculty Executive, participating in decision making which impacts on the strategic direction of the Faculty, and engages in Faculty and University strategic initiatives and with external organisations to achieve the School's priorities.


The duties of a Head of School include:

- Provide leadership in the development and ongoing review of the School's strategic plan and operational priorities in line with the University and Faculty strategic plans.
- Lead the delivery of outstanding academic programs in teaching and learning and through a process of continual review and evaluation, ensure that courses and units taught by the School are relevant and of an appropriate quality, and enhanced by innovative delivery methods to optimize the learning experience of students.
- Facilitate collaboration and excellence in research and ensure that the direction and quality of research undertaken by staff in the School supports the research focus areas of the University, and enhances its national and international reputation.
- Plan and manage the School staffing and recruitment needs and oversee the development and maintenance of an academic staffing profile that meets the School's strategic direction.
- Represent School interests, views and needs in the broader Faculty and University context and consult, liaise and negotiate with external parties, including professional, educational, government, industrial and research organisations, in order to develop beneficial partnerships.
- Model the Curtin Values and Code of Conduct and facilitate and promote effective communication and a supportive culture and moral within the School.
- Manage academic workload, performance and development through regular development, planning and review discussions (WPPR), cognisant of the School requirements, staff strengths and aspirations and ensure appropriate coaching and support is provided as required
- Work with the School Manager and the University's Finance function in overseeing the responsible financial management of the School, including preparation of transparent budgets and allocation of resources
- Actively lead the School in quality reviews, initiate benchmarking and with the School Business Manager, ensure University compliance standards and statutory obligations are met.
- Provide leadership in developing and maintaining relationships with students in accordance with the University's guiding ethical principles, policies and procedures.
- Recognise excellent student performance through feedback and rewards and manage student complaints, appeals and

discipline. • Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.			
<b>KEY PEOPLE INTERACTIONS</b>			
• Pro Vice-Chancellor • Faculty Business Manager • School Business Manager • School academic and professional staff		• Other Heads of School • University staff/faculties • Other Universities • External Stakeholders	
<b>POSITION/ORGANISATIONAL UNIT DIMENSIONS</b>			
For more information about the School see: <a href="#">insert web address</a>  <b>Organisational Chart</b> (below)			
<b>SELECTION CRITERIA</b>			
As per relevant Academic Role Statement, attached.			
<b>WORK REQUIREMENTS</b>			
• Occupants of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Procedure. • Interstate and/or overseas travel may be required. • Ability to work outside of normal office hours when required.			
<b>UNIVERSITY VALUES</b>			
All staff must commit to and uphold Curtin's Values which are: <ul style="list-style-type: none"> <li>• Integrity – to act ethically, honestly and with fairness</li> <li>• Respect – to listen, value and acknowledge</li> <li>• Courage – to lead, take responsibility and question</li> <li>• Excellence – to strive for excellence and distinction</li> <li>• Impact – to empower, enable and inspire</li> </ul>			
For more information, please visit the Living Our Values homepage <a href="http://www.curtin.edu.au/livingourvalues/">http://www.curtin.edu.au/livingourvalues/</a>			
<b>COMPLIANCY &amp; LEGISLATIVE REQUIREMENTS</b>			
<b>Occupational Safety and Health</b> All <u>supervising staff</u> are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.  All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.			
<b>Ethics Equity and Social Justice</b> All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, all staff must demonstrate appropriate and professional workplace behaviours in accordance with the University's Values and Code of Conduct.			
<b>Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.</b>			
<b>ENDORSEMENT</b>			
I certify that the information contained in this document is a true and accurate depiction of the requirements of the position			
Manager		Human Resources Registered	
Manager Signature		Date Registered	
Date		Document Last Updated	February 2015

**Organisational Chart**



 <b>Curtin University</b>	<b>Academic Role Statement</b>
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<b>Title:</b>	Professor
<b>Type:</b>	Teaching and Research (T&R)
<b>Level</b>	ALE
<b>Date last updated:</b>	February 2015

## 1. Purpose of Position

This role provides leadership in and fosters excellence in teaching and research, the balance of these two activities being variable. It leads major curriculum initiatives/ pedagogical developments and/or provides leadership in a field of research as well as providing a sustained contribution to leadership and governance within the school/faculty and wider University.

The incumbent is expected to display the highest levels of performance and leadership. They will have an established record of academic leadership in furtherance of the strategic goals of the University and continue to make high-level contributions to both teaching and research and have an international reputation as an outstanding scholar in at least one of these two core areas.

## 2. Accountabilities and Responsibilities may include:

### Teaching

- Foster a culture of teaching excellence, provide leadership in and deliver high quality teaching to undergraduate, honours and postgraduate students across a range of modes and levels.
- Demonstrate a commitment to, and foster and develop in others, ongoing reflective improvement in teaching.
- Display a commitment to the discipline/field through the scholarly development and delivery of high quality educational courses.
- Develop and implement scholarly evidence based approaches to education to ensure best practice in teaching and learning Lead major curriculum initiatives and/or pedagogical developments.
- Contribute to educational policy development at a state and/or national level.
- Supervise the program of study of honours students or postgraduate students engaged in coursework.

- Undertake high level administrative functions connected with leadership of course and teaching initiatives.
- Keep abreast of current discipline theory and practice.

## **Research**

- Undertake internationally competitive and high quality research in discipline/field.
- Make a substantial impact in the field through the promulgation of ideas and creative works or through the application and exploitation of findings, discoveries or inventions.
- Provide leadership in the field of research.
- Lead research team/s.
- Lead major competitive funding initiatives and/or substantive international consortia.
- Produce highly productive research outputs with regular publication in high quality journals, or outputs in other creative outlets consistent with an international reputation in the field.
- Edit international works or journals.
- Enhance international recognition for research through presenting at major national and international conferences.
- Contribute to government policy developments at state, national or international levels.
- Undertake principal supervision of research honours, research masters, and research doctoral students.

## **Service and Leadership**

- Contribute significantly to academic service, engagement and the management and collegiality within the University
- Significantly contribute to and provide leadership in external activities relevant to the discipline/profession and community engagement.
- Provide leadership and governance within the school/faculty/university.
- Provide leadership in professional development for teaching staff.
- Foster and promote the development of a collegial and supportive working environment.
- Model a high standard of professional behavior consistent with the University Code of Conduct and Vision, Mission and Values.
- Undertake high level administrative functions associated with teaching and research activities.

## **3. Compliancy and Legislative Requirements**

### **Occupational Safety and Health**

All supervising staff are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

## **Ethics Equity and Social Justice**

All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, all staff must demonstrate appropriate and professional workplace behaviours in accordance with the University's Values and Code of Conduct.

**Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.**

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## **4. Selection Criteria**

*Applicants are not required to address each element of the selection criteria, but should provide sufficient information in their application to enable the selection panel to make an informed assessment of their suitability for the role.*

*Applicants need to consider Curtin's Values and how they apply to the advertised position. Curtin is looking for a demonstrated commitment in their professional and/or personal life to the Values of Curtin which are:*

- *Integrity – to act ethically, honestly and with fairness*
- *Respect – to listen, value and acknowledge*
- *Courage – to lead, take responsibility and question*
- *Excellence – to strive for excellence and distinction*
- *Impact – to empower, enable and inspire*

### **Essential**

1. A doctoral qualification in relevant discipline.
2. An outstanding contribution to either scholarship in research\* or to scholarship in teaching and learning\*\*
3. A record of leadership in the discipline/profession at either a state, national or international level.
4. Extensive experience and outstanding record of providing supervision to HDR students.
5. Demonstrated high level communication and interpersonal skills with the ability to foster the development of a collegial and supportive working environment and the ability to interact with students and staff with cross cultural sensitivity.
6. Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.

\*Outstanding contribution to scholarship in research measured by:

- 1) An established and ongoing record of publication in high quality peer-reviewed journals or outputs in creative outlets consistent with leadership in the chosen field.

- 2) Evidence of significant citation indices or equivalent esteem measures as appropriate to the field or discipline.
- 3) Prizes and awards from prestigious international bodies.
- 4) Membership of learned academies or professional bodies
- 5) Evidence of substantial impact through either the promulgation of ideas and creative works or through application and exploitation of findings.
- 6) Leadership of major competitive funding initiatives and/or substantive international consortia.
- 7) Contributions to government policy development at state, national or international levels.

**\*\* Outstanding contribution to scholarship in teaching and learning measured by:**

- 1) An established and ongoing record of peer reviewed publications in the highest quality educational journals.
- 2) Evidence of an exceptional and on-going contribution to the field of educational practice, including citation indices, major international text books, prizes and awards from prestigious international educational bodies election to learned academies or professional bodies.
- 3) Evidence of major international impact on curricular design and/or pedagogy.
- 4) A substantial impact on scholarship and teaching practice over time.
- 5) Contributions to educational policy development at state and/or national levels.

### **Desirable**

1. Evidence of contribution to University governance and policy development.