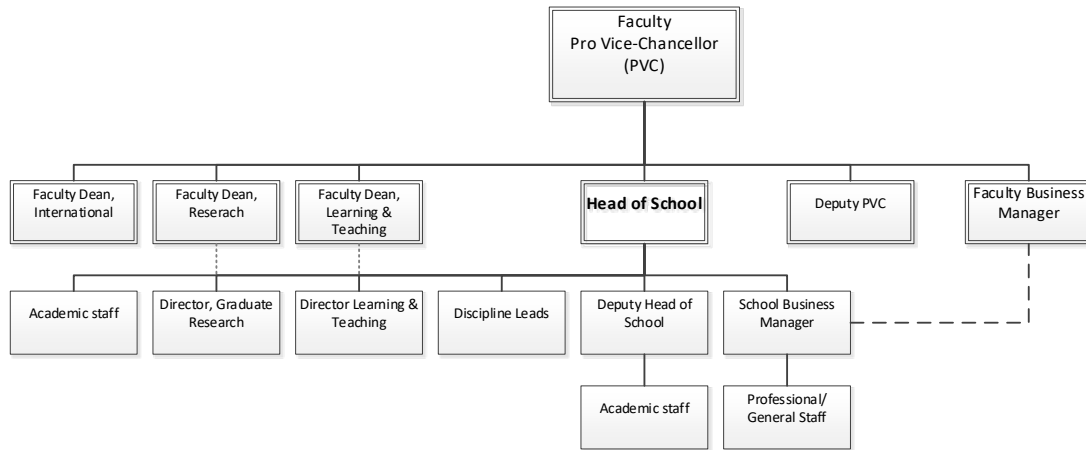




POSITION NUMBER		SCHOOL/AREA	School of Allied Health
CLASSIFICATION	Academic	FACULTY	Health Sciences
LINE MANAGER	Pro Vice-Chancellor	POSITION NUMBER	
Document last updated			June 2022
PURPOSE OF POSITION			
The overarching purpose of the Head of School role is to foster and maintain an environment in which academics and professional staff work collaboratively to achieve excellence in the areas of learning and teaching, research and innovation, and engagement and impact. The Head of School provides overall academic leadership within a School in support of the University's mission, values, and strategic goals, and is responsible to the Pro Vice-Chancellor of the Faculty for the effective management of staff and resources within the School. The University is committed to gender equity and diversity. As an academic leader it is your responsibility to embed and foster a workplace culture where gender equity thrives, and there is gender equity in opportunities and outcomes. This position description is to be read in conjunction with the attached Academic Role Statement/s which outlines the applicable selection criteria and overarching responsibilities for the level and category of a academic appointment.			
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
The principal role responsibilities and accountabilities of the Head of School may be summarised as follows: Academic leadership - Be accountable for excellence and continuous improvement in learning and teaching, research and innovation, engagement and impact within the School; - Foster collaboration at the School, Faculty and University levels; and - Exemplify and promote the values of the University. Governance and administration - Working with the PVC and Faculty Deans, establish clear and agreed operational plans, goals and priorities for the School, aligned with those of the Faculty and the University's strategic plan; - Maintain effective governance arrangements at the School level, through the establishment of a committee structure and associated leadership roles; - Communicate the interests of the Faculty and University to the School, and promulgate the interests of the School within the Faculty and University; - Conduct annual operational planning at the School level, in alignment with the strategic and operational plans and priorities of the University and Faculty; - Lead the development, review and revision of unit and course offerings; - Ensure effective quality assurance processes relating to teaching and research at the School level; - Allocate teaching, research, and service duties and responsibilities to staff; - Provide operational information to the University, as required; - Lead the School Review process; and - Ensure University policies are communicated and implemented. People and culture - Manage staffing functions within the School, including workforce planning, recruitment, workload management, performance review, training and development, reward and recognition, and grievance resolution; - Build and maintain positive morale and strong engagement within the School; - Encourage staff commitment to University values; and - Ensure that the School complies with all legal and statutory obligations and University policies relating to the management of people. Finance and infrastructure - Manage finances at the School level, including preparing the School budget and managing expenditure against targets; - Pursue opportunities to increase School revenue; - Ensure that the School's physical resources and infrastructure are managed and maintained; and - Ensure compliance with financial policies, procedures, and regulations.			

External engagement • Establish and maintain strong domestic and international connections with relevant government, business, professional bodies, and the wider community; and • Maintain effective links with employers and graduates.	
KEY PEOPLE INTERACTIONS	
• Provost and other members of the Senior Executive Team (as appropriate) • Pro Vice-Chancellor, Faculty Business Manager, School Business Managers, Faculty Deans, academic and professional staff across the University	• Other Internal stakeholders and partners • External stakeholders and partners (e.g. accreditation bodies, industry & advisory groups)
CRITERIA	
For academic appointment	• As per the selection criteria in the attached Academic Role Statement/s
For appointment as Head of School	1. Leadership - able to work with others to develop a shared vision for the School's future, inspire commitment and bring about change; demonstrable commitment to the University's values of respect, integrity, courage, excellence and impact. 2. Strategic focus - future focused and clear sighted; knowledgeable with respect to internal and external operating environments for the School and University; able to translate the University's overarching strategic goals into local plans and initiatives. 3. Commitment to equity and diversity – able to clearly articulate key challenges in respect of the management of equity and diversity within the School, and a commitment to addressing these challenges. 4. Communication and interpersonal skills – excellent written and verbal communication skills; an effective negotiator and conflict manager; well-developed internal and external networks. 5. People management – able to build a strong positive culture within the School; capable of attracting, developing and empowering talented staff, and fostering world class performance by both individuals and teams. 6. Credibility – reputation and standing in academia, with industry and in the broader community. 7. Commitment to excellence and innovation – capacity to deliver continuous improvement in both teaching and research. 8. Global focus – able to identify and promote a clear role for the School in Curtin becoming a leading global university, through its teaching, research and engagement programs 9. Industry connections – able to strengthen connections with industry partners, and to drive greater industry embeddedness with respect to educational programs and research.
Desirable	1. Current substantive appointment as Professor (ALE) 2. Experience in managing organisational units in a university setting.
COMPLIANCE & LEGISLATIVE REQUIREMENTS	
Curtin Values: <u>You</u> must commit to and uphold Curtin's Values and Code of Conduct. For more information please visit. Occupational Safety and Health At Curtin, safety is the responsibility of all staff. Curtin's safe systems of work are compliant with Work Health and Safety legislation and Standards. All <u>supervising staff</u> and managers are obliged to ensure Curtin's safe systems of work are being applied in areas under their control. <u>You</u> are expected to comply with these safety systems and follow reasonable directions given in relation to workplace safety and health. Acting in a manner which puts you or others at risk of serious injury or illness may lead to <u>you</u> becoming the subject of disciplinary action. Diversity, Inclusion and Belonging <u>You</u> are expected to value and celebrate diversity, and to contribute to the creation of an equitable, inclusive and welcoming environment where everyone feels they belong. You should recognise that each person's life experience is unique and they may identify with a range of attributes which should be embraced to enable all members of our diverse community to bring their whole selves to Curtin. <u>You</u> must familiarise yourself and comply with all other University policies, procedures and legislation relevant to this position.	

Organisational Chart



 Curtin University	Academic Role Statement
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Title:	Professor
Type:	Teaching and Research (T&R)
Level	ALE
Date last updated:	April 2021

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. Compliance and Legislative Requirements

Curtin Values:

You must commit to and uphold Curtin's Values and Code of Conduct. For more information please [visit](#).

Occupational Safety and Health

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which puts you or others at risk of serious injury or illness may lead to you becoming the subject of disciplinary action.

Diversity, Inclusion and Belonging

You are expected to value and celebrate diversity, and to contribute to the creation of an equitable, inclusive and welcoming environment where everyone feels they belong. You should recognise that each person's life experience is unique and they may identify with a range of attributes which should be embraced to enable all members of our diverse community to bring their whole selves to Curtin.

You must familiarise yourself and comply with all other University policies, procedures and legislation relevant to this position.

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 refereed academic 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.