



POSITION DESCRIPTION

Position	Dean (Head of School), Humanities, Arts and Social Sciences		
Position Number		Level/Classification	
Reports to	Pro Vice Chancellor (Head of College), College of Law, Arts and Social Sciences		
College	College of Law, Arts and Social Sciences		

Position Purpose

The Dean of Humanities, Arts and Social Sciences plays a key leadership role within the University.

As Head of School, the Dean manages approximately 40 academic staff across a wide range of disciplines, including Asian Studies, Community Development, English, History, Languages, Philosophy, Politics and International Studies, Sociology, Sustainable Development, Theatre and Tourism.

The Dean provides important academic leadership in teaching, research, engagement and operations; works collaboratively with the College to formulate strategic direction and manage resources; liaises closely with University and external partners; and successfully manages complex issues related to staff and students.

Following a recent organisational restructure, the Dean of Humanities, Arts and Social Sciences will work closely with the College Pro Vice Chancellor and other School Deans to build the identity and collegiality of the School. The Dean will help create excellent academic programs; build a thriving research culture; establish successful industry, community and higher-education partnerships; advance the reputation of the University's staff, students and alumni; and achieve growth in student enrolments.

This is an exciting and impactful new position that offers the opportunity to work within a highly-skilled and motivated leadership team. It is ideally suited to candidates with strong strategic, administrative and leadership skills, with demonstrated experience working in an inter-disciplinary team, and expert problem-solving skills.

As Head of School, the Dean reports to the Pro Vice Chancellor (Head of College) of Law, Arts and Social Sciences. While the position is principally a leadership and administrative role, the Dean will maintain an active teaching and/or research profile during their term, to be negotiated with the Pro Vice Chancellor.

About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavour, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring

environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief. We have a strong and historical commitment to social justice, environment and conservation, and sustainability, and to the reconciliation process.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff with campuses in Perth, Singapore and Dubai. We are committed to high-quality education, innovative research, and strong community engagement in local and international contexts.

We have recently appointed our Eighth Vice Chancellor, Professor Andrew J. Deeks, who comes to the role after more than eight years in the equivalent role at University College Dublin. He is building an energetic, collegiate, and inclusive leadership team that will enable every member of the University community to achieve their full potential.

About the Work Area

The School of Humanities, Arts and Social Sciences explores complex issues that arise from our past, shape our present, and determine our future.

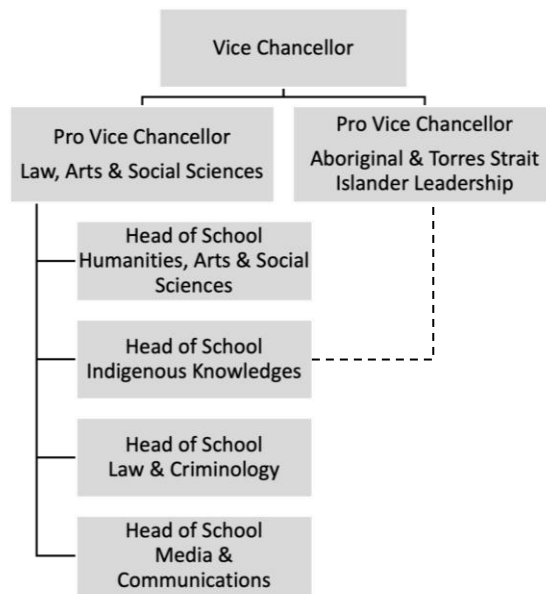
Our staff, students and graduates confront some of the most urgent challenges of the twenty-first century: they help us build successful and sustainable communities; resolve conflict and ensure human security; address the consequences of environment and climate change; and solve problems, seek truth, and create change.

The School offers undergraduate and postgraduate programs in a broad range of disciplines, including politics, international relations, history, philosophy, sociology, anthropology, literature, theatre, community and sustainable development, and tourism.

Our disciplines offer sought-after knowledge and skills and our graduates have high employability rates as a result. Working with other Schools in the University, we offer a range of double-degree pathways and continue to design innovative, future-facing program opportunities that confront urgent problems. Our programs are of particular interest to international postgraduate students, who form a flourishing and vibrant community within the School.

In 2023 the School is launching the Indo-Pacific Research Centre, a venture that will build on rich research, teaching and professional specialisations for which the School has been internationally renowned for decades.

Reporting Relationships



Key Responsibilities/Duties

1. Work with the Head of College to actively build, lead, mentor and manage the School's academic staff.
2. Successfully manage the School and its operations in order to advance the University's strategic interests.
3. Build, lead and maintain a strong performance culture within and across academic teams, developing a working environment that drives respect, and which facilitates academic staff collaboration, innovation, and creativity.
4. Manage the recruitment, performance, workloads, culture and development of academic staff.
5. Lead the School's delivery of learning and teaching, research, engagement, and international programs.
6. Support the School to:
 - Create outstanding, innovative and future-facing academic programs.
 - Continuously improve curriculum and opportunities for student learning.
 - Build reputation and strategic partnerships with industry, community and other stakeholders.
 - Build a flourishing and well-resourced research culture.
 - Increase the engagement of staff and students.
 - Achieve growth of domestic and international enrolments in undergraduate and postgraduate courses.
7. Manage the budget of the School and resourcing of the School's activities.
8. Work collaboratively with others, including other School Deans, to ensure the successful operations of the University, College and School.

9. Contribute to University strategic planning and support the achievement of agreed objectives.
10. Actively maintain teaching and/or research, as negotiated with the Head of College.
11. Promote Murdoch University at every opportunity.
12. Carry out, and assist with, other duties as required by the Head of College.

Selection Criteria

Essential

1. Demonstrated ability to lead, manage and develop academic staff, including the ability to lead change, mentor others, and establish successful working relationships with members of your team.
2. Excellent administrative, organisational, problem-solving, and self-sufficiency skills.
3. Demonstrated success in working with others to create strong partnerships with colleagues, academic and administrative units, and external parties.
4. Knowledge of the tertiary education sector, including the tertiary education landscape, academic and administrative processes, legislation, and equity principles.
5. Strategic vision to create and maintain innovative academic programs.
6. Demonstrated experience in meeting University governance, academic and administrative requirements.
7. A strong academic track record.
8. Demonstrated evidence of student-centred values and experience in student matters including complaints, misconduct, and equity-related issues.
9. High-level written and oral communication skills, including influencing, facilitating, presenting, active listening, and providing constructive feedback.
10. Alignment with the University's foundation principles and values.

Desirable

11. Experience in the managing of resources, including budgets.
12. A doctoral qualification in an area relevant to the School, or equivalent experience.
13. An existing or previous academic appointment at Level C (Senior Lecturer) or above.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
2. Occasional travel may be required internationally, in Australia and/or within the state.
3. You must have the ability to work outside of normal office hours when required.

Guiding Principles and Values/Code of Ethics and Code of Conduct

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.