



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Appointment of

Professor and Head of School

SCHOOL OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES



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Faculty of Humanities and Social Sciences

The Faculty of Humanities and Social Sciences (HASS) at The University of Queensland (UQ) is a large, multi-disciplinary Faculty with a broad academic profile, substantial research achievements and a commitment to public engagement. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building, at the heart of the University – The Great Court.

HASS enjoys principled, collaborative leadership across its units, with a commitment to developing the best in professional and academic staff. Executive Dean Professor Heather Zwicker joined UQ in spring 2018 with a fresh vision of interdisciplinary collaboration, public accountability and commitment to the student experience. Heads of School are eager to ensure that HASS continues to be a powerhouse for superlative research across the arts, humanities and social sciences, while boasting exciting, responsive teaching in a broad range of programs.

The Faculty comprises seven Schools (Communication and Arts; Education; Historical and Philosophical Inquiry; Languages and Cultures; Music; Political Science and International Studies; Social Science), two research Institutes (the Centre for Policy Studies and the Institute for Social Science Research), and several school-based research centres. The Faculty plays a major role where the University's cultural assets are concerned: the UQ Art Museum, the Anthropology Museum and the RD Milns Antiquities Museum. It also plays host to the Institute for Modern Languages.

The complementary nature of our disciplines attracts a diverse cohort of international and domestic students, with 640 research higher degree students, approximately 1,600 students in postgraduate coursework degrees and close to 7,000 undergraduates. HASS has a strong identity and a long tradition of innovation and leadership, offering a broad range of programs, including one of UQ's largest, the Bachelor of Arts.

The Faculty of Humanities and Social Sciences produces nationally and internationally regarded research across its many and varied disciplines. In addition to strong performance with external funding, UQ researchers in humanities and social sciences have won prizes, gained reputations for research excellence, performed exceptionally in the Excellence for Research in Australia (ERA) exercise and in global university rankings, among many other measures.

Our strong performance reflects the quality of world-changing work our researchers are undertaking, with their breakthrough discoveries having a positive impact on society and changing the lives of others around the globe. Visit our [Research Impact](#) site for some of these stories.

More information about the Faculty can be accessed at hass.uq.edu.au.



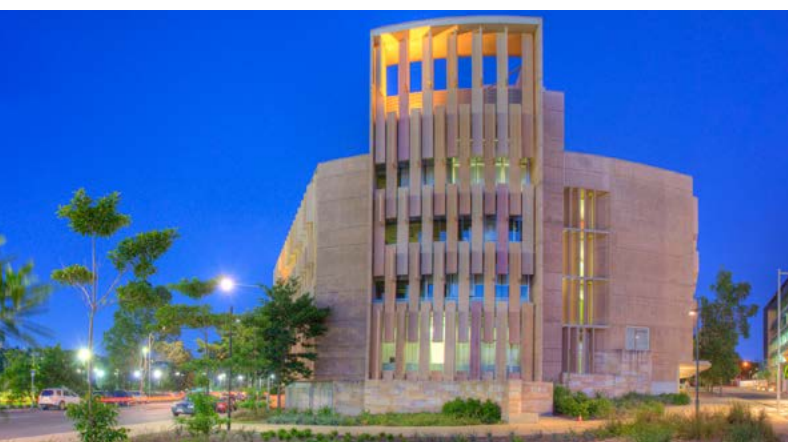
School of Political Science and International Studies

The School of Political Science and International Studies is at the forefront of teaching and research in political science, public policy, international relations and peace and conflict studies in Australia. The School's academic teaching and research staff include internationally recognised scholars who are leaders in their research fields and award winners for innovation and excellence in teaching.

The School offers three world-renowned Masters programs in International Relations, Peace and Conflict Studies, and Governance and Public Policy, as well as a Graduate Certificate in Mediation and Conflict Resolution. It makes important contributions to the Bachelor of Arts; the Bachelor of Social Science; the Bachelor of Politics, Philosophy and Economics (Hons); and the Bachelor of International Studies undergraduate and honours degrees, with undergraduate majors in Peace and Conflict Studies, International Relations, and Political Science. The School maintains a vibrant Higher Degree by Research program, with approximately 50 doctoral students enrolled.

The School houses the Graduate Centre in Governance and International Affairs as the focal point for its postgraduate programs, the Rotary Centre for International Studies in Peace and Conflict Resolution (one of only five centres worldwide funded by Rotary International) and the Asia-Pacific Centre for the Responsibility to Protect (which is a partnership with the Department of Foreign Affairs and Trade).

More information about the School can be accessed at polsis.uq.edu.au.



Role of the Professor and Head of School

About this opportunity

The Head of School is a key operational and strategic leadership role responsible for enacting the School, Faculty and UQ vision, cultivating collaborative and productive relationships and delivering outstanding results across the core activities of the School.

This is achieved through generating and enacting the School's vision and strategy; inspiring and leading academic and professional staff; and effectively managing the School's resources, governance frameworks and administrative processes.

Duties and responsibilities

Strategy

The Head of School is responsible for:

- developing and implementing aspirational School strategy, in alignment with UQ and the Faculty's vision and strategic objectives;
- developing and maintaining strategic and academic planning functions, including setting goals, targets and key performance indicators in the context of University and Faculty or Institute strategic and operational plans;
- representing the interests and needs of the University to the School and to the external community;
- representing the interests and needs of the School to the University through membership on the Academic Board, Faculty Board(s) and other University groups and committees;
- internationalising the School in ways that augment the disciplines within the School and align with UQ policy;
- maintaining effective relationships with graduates, alumni, and their employers;
- establishing and maintaining productive links with offshore sources of international students; and promoting collaboration with other Schools or Centres where appropriate.

Leadership

The Head of School:

Aspires:

- generates and implements innovative School strategy in support of UQ and Faculty strategic objectives;
- generates positive change and innovation momentum across the school and University

Cultivates:

- drives team and School performance, empowers independence and cultivates team and cross-team cohesion;
- guides and develops staff, through the delivery of structured and effective mechanisms to support talent attraction, recognition, performance, development and progression;



- cultivates a positive and inclusive workplace culture;
- proactively incorporates UQ values into plans, activities and measures of success.

Transforms:

- drives self and others to deliver outstanding School results;
- develops new and strengthens existing collaborations and partnerships in pursuit of strategic School objectives;
- maintains a culture of continuous improvement which facilitates outstanding research and exceptional student outcomes.

Other HoS leadership responsibilities include:

- supporting the Executive Dean to deliver Faculty-wide strategy and initiatives;
- managing core human resources activities, including (but not limited to):
 - staff recruitment and selection;
 - performance appraisal processes, including annual reviews;
 - school promotion and recognition processes;
 - recognition and reward processes;
 - staff development and progression; and
 - performance issues and staff grievances;
- allocating duties to staff in accordance with workload allocation policy and frameworks, to ensure equitable workload distribution and the effective performance of the teaching, research and service functions;
- nominating appropriate appointees as Adjunct or Honorary academic appointees and involving them effectively in University and School life;
- supervising and working in partnership with the School Manager, Deputy HoS, School portfolio holders and other direct reports; and accepting delegated tasks where applicable.

Operational Management

The Head of School, supported by the School Manager and/or other senior staff, is responsible for:

- managing the School's finances, including (but not limited to):
 - managing the School budget;
 - maintaining fiscal discipline and effective planning, revenue generation, budgeting;
 - adhering to strategic financial guidance and measures promulgated by the University and Faculty; and
 - controlling expenditure against budget allocation;
- planning and budgeting for equipment, resources and other infrastructure expenditure;
- pursuing opportunities to increase revenue, including as appropriate (but not limited to):
 - attracting full fee-paying students;
 - developing links and partnerships with business and industry;
 - increasing external funding through grant success and philanthropy; and
 - commercialising the results of research and intellectual property;



- managing and maintaining School or centre space and infrastructure resources;
- contributing to Faculty and UQ reporting processes, including the provision of school data and other information to relevant University authorities; and protecting intellectual property.

Academic Endeavours

The Head of School, supported by other academic leaders, is responsible for:

- providing academic leadership and maintaining personal academic standing, including the pursuit of research, scholarship and teaching;
- encouraging the pursuit of excellence in teaching and learning and in research;
- fostering a collegial and collaborative research, teaching and citizenship/service culture;
- promoting collaboration with other Schools, Centres, Faculties and organisations, domestically and internationally, to ensure forward momentum for the School's disciplines and inter-disciplines;
- remaining abreast of relevant disciplinary directions, emerging research and other factors which may have implications for the research and teaching direction of the school;
- ensuring that Higher Degree by Research and Early Career Academics are supported, encouraged and appropriately supervised and mentored;
- initiating and revising course and program offerings;
- supporting and protecting the academic freedom of School staff;
- maintaining effective linkages to government departments and authorities, and ensuring relevant University leaders and stakeholders are informed of this contact;
- forging and maintaining productive relationships and research partnerships with business, commerce and industry organisations relevant to the School or Centre's research endeavours.

Risk Management and Governance

The Head of School is responsible for:

- promulgating, implementing and adhering to University policies;
- where required, developing School-level procedures, operational plans and governance frameworks;
- establishing and maintaining a suitable organisational, executive and committee structure, which supports effective decision-making and appropriate delegations;
- complying with the University Enterprise Agreement and policies;
- developing and maintaining quality assurance processes, particularly in relation to teaching, research and the supervision of students;
- promoting and demonstrating the requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S developed by the University.



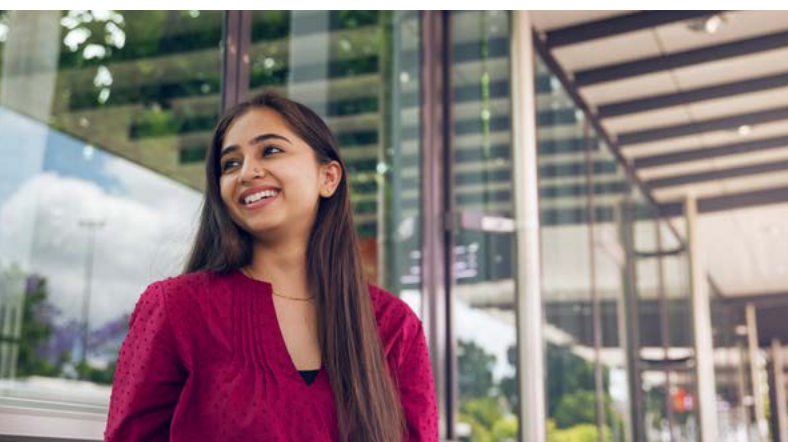
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The University's [Code of Conduct](#).
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University, Faculty, Institute or School.
- The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University [sustainability responsibilities and procedures](#).
- Requirements of the *Education Services for Overseas Students Act 2000*, the *National Code 2007* and associated legislation, and related [responsibilities and procedures](#) developed by the University.

Organisational relationships

The position reports to the Executive Dean, Faculty of Humanities and Social Sciences.



About you

Key requirements and leadership capabilities include:

- A PhD in an area relevant to existing strengths of the School, and an international reputation for excellence, with an active and strong teaching portfolio and research track record in publications, competitive grants, and effective PhD supervision.
- Highly developed leadership, interpersonal, communication and people management skills and a track record in leading, motivating and successfully managing a large, diverse team in a collegial environment.
- Strengths in influencing and negotiating, including the ability to develop and maintain effective relationships with key internal partners and external stakeholders including industry, government and professional bodies.
- An understanding of the pressures and opportunities facing the university sector in Australia
- Capacity to exercise academic leadership to enhance the standing of the School and Faculty.
- Demonstrated ability to shape organisational culture, implement a successful vision and encouraging and support academic staff in the delivery and improvement of high-quality teaching and learning.
- Cross-disciplinary understanding of research, teaching and student experience.
- Sound and successful experience in the management of finance, operations, and human resources.
- Sound appreciation of relevant legislation underpinning University priorities, policies and procedures including equal opportunity and occupational health, safety, welfare and psychosocial wellbeing.

Other Information

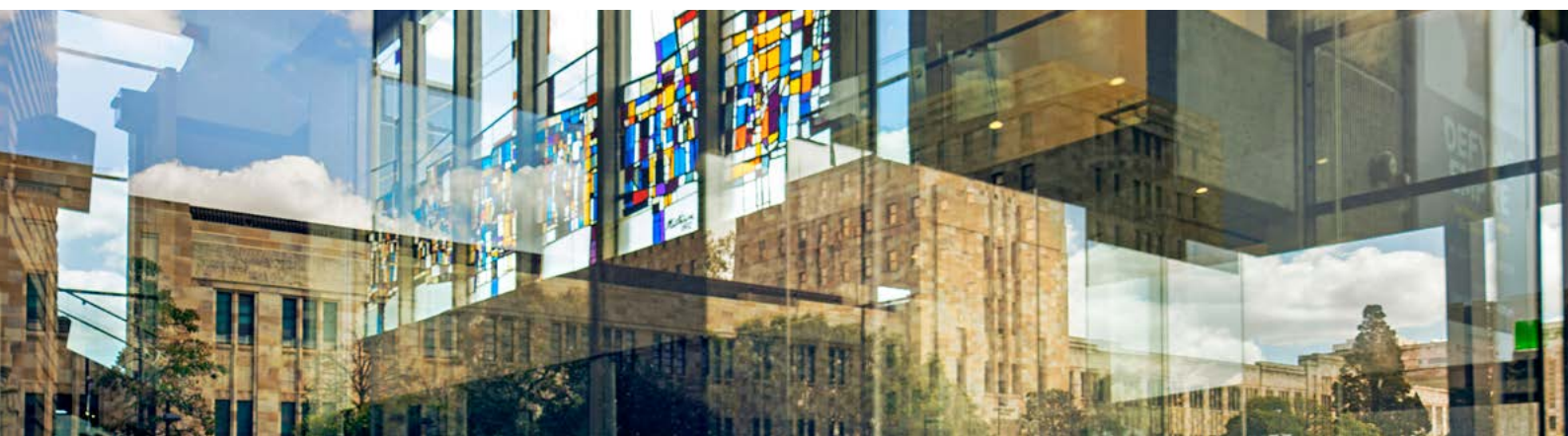
Qualification Verification: An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

Background Checks: All final applicants for this position may be asked to consent to a criminal record check. Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

At UQ we know that our greatest strengths come from our diverse mix of colleagues, this is reflected in our ongoing commitment to creating an environment focused on [equity, diversity and inclusion](#). We ensure that we are always attracting, retaining and promoting colleagues who are representative of the diversity in our broader community, whether that be gender identity, LGBTQIA+, cultural and/or linguistic, Aboriginal and/or Torres Strait Islander peoples, or people with a disability. Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.

Selection committee

The selection committee for this appointment will be chaired by Professor Aidan Byrne, Provost and Senior Vice-President.



Conditions of employment

Employment type and classification

The Head of School role is a full-time, fixed term position for five (5) years. A further appointment may be offered by mutual agreement. Upon negotiation, a continuing Professorial Academic Level E position may be considered.

Salary and benefits

An attractive remuneration package will be negotiated with the successful candidate. The initial appointment will be for a period of five years. The incumbent is entitled to four weeks annual leave, 10 days personal leave and an additional five days carer's leave. Other terms and conditions of employment may be negotiated. Employees of The University of Queensland are eligible for a range of perks and benefits, including:

- Salary packaging through Remserv and Smartsalary
- Corporate Healthcare through UQ's Corporate Healthcare Provider, Bupa
- Access to the Fitness Passport scheme, as well as

In the case of an interstate or international appointee, the University will meet reasonable removal and establishment expenses subject to approval under University policies. Details will be negotiated as part of the contract of employment.

How to apply

All applicants must upload the following documents in order for your application to be considered:

- Cover Letter
- Full Curriculum Vitae
- Responses to the 'About You' section, as listed above
- A vision statement relating to the experience and achievements of the applicant relating to the purposes and expectations of the role, as listed above

Please note that you will be asked to add all documents into the one upload box during the application form.

Applications must be submitted via the [UQ Careers](#) recruitment website.

Applicants invited for interview will be expected to present a vision for driving the strategic direction of the School towards successful outcomes in the next five years in conjunction with the selection interview process.

Questions

For a confidential discussion please contact Professor Heather Zwicker, Executive Dean, Faculty of Humanities and Social Sciences on execdean@hass.uq.edu.au.

If you have any questions about the position or application process, please contact Caitlin Savage, Talent Acquisition Principal Advisor on 0447 512 425.



The University of Queensland

For more than a century, The University of Queensland (UQ) has created positive change for society by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (32), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (50), Academic Ranking of World Universities (47), and Times Higher Education World University Rankings (53).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 55,000 students – including the majority of Queensland's highest academic achievers as well as top interstate and overseas students – study across UQ's 3 beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include around 20,000 postgraduate and approximately 21,000 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ's 311,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,000 PhDs.

UQ's 6 faculties, 8 globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 2,500 scientists, social scientists and engineers, who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (452 awards worth \$339 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than \$57 billion.

UQ is one of only 3 Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; a member of the Association of Pacific Rim Universities (APRU); and one of only 3 Australian charter members of the prestigious edX consortium, the world's leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 7,410 academic and professional staff (full-time equivalent) and has a \$1.877 billion annual operating budget.



Governance

The University of Queensland is governed by a 22-member Senate representing University and community interests. Senate is led by the Chancellor, elected by the Senate. The University of Queensland Act 1998 grants Senate wide powers to appoint staff, manage and control University affairs and property, and manage and control finances to promote the University's interests.

uq.edu.au/about/governance

Strategic direction

By 2032, UQ will be known as a university that:



Delivers highly sought-after graduates, who are prepared for future success through rich and broad educational experiences



Leads as a premier provider of high-quality postgraduate and lifelong learning opportunities



Leverages the breadth and depth of its research capabilities and vibrant precincts to address the world's most pressing challenges



Is a trusted and agile partner widely regarded as a leader in entrepreneurship, knowledge exchange and commercialisation



Has an extensive global reach in education and research with a strong commitment to capacity building in the Indo-Pacific



Breaks down barriers to education through the targeted and effective Queensland Commitment



Is values-led, deeply committed to delivering for the public good and supporting our people, leading reconciliation, and embracing different life experiences and perspectives



Strategic plan 2022–2025

Our vision

Knowledge leadership for a better world.

Our mission

Our core purpose is to deliver for the public good through excellence in education, research and engagement with our communities and partners: local, national and global.

Our values

What we strive for

Creativity

We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities

Excellence

We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.

Central to what we do

Truth

Truth is central to all that we do as a university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.

How we work together

Integrity

We always act with integrity. As stewards of the University's resources and reputation, we are honest, ethical and principled.

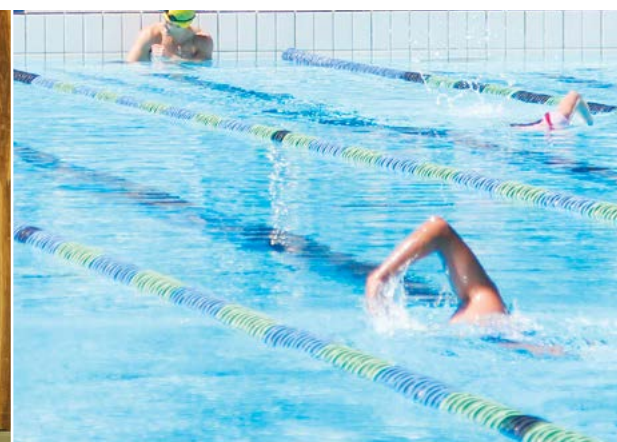
Courage

We are courageous in our decision-making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.

Respect and inclusivity

We provide a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.

about.uq.edu.au/strategic-plan



Leadership capability expectations

The UQ Leadership Framework identifies seven key capabilities that define leadership in the UQ context. The framework aligns with UQ's strategic direction, and mission, vision and values.

Achieves results and drives accountability

Leaders ensure engagement and performance, and motivate and empower others to achieve results.

Communicates and collaborates with influence

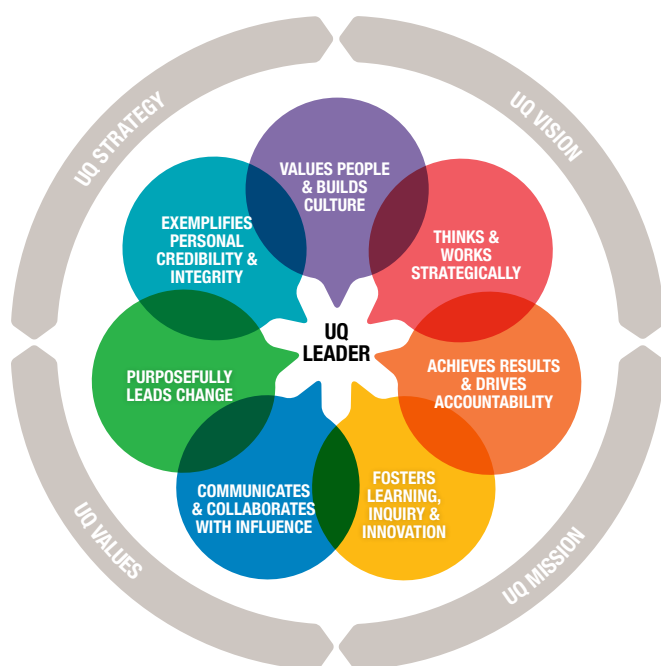
Leaders engage others in open and honest dialogue about important issues and actively seek common interests and goals.

Exemplifies personal credibility and integrity

Leaders strive for personal achievement and are visibly proactive and ethical in their dealings with others.

Fosters learning, inquiry and innovation

Leaders nurture an environment that allows for multiple perspectives, challenge assumptions, and model openness to new ideas.



Purposefully leads change

Leaders initiate and lead change and improvement agendas, modelling behaviour that embraces innovation and change.

Thinks and works strategically

Leaders create and communicate a clear direction for the future, aligned with UQ's vision.

Values people and builds culture

Leaders create a positive, constructive workplace where people feel connected and valued.



About Brisbane

Brisbane is the sunny, sophisticated capital city of Queensland and gateway to many famous attractions. Australia's third largest city and fastest-growing capital with a population of more than 2.5 million, it offers a safe, friendly, multicultural environment characterised by the Brisbane River, parklands, convention facilities, museums, theatres, art galleries, a casino, malls, shopping districts, and a host of cosmopolitan restaurants and cafes.

Selected as host city for the 2032 Olympic and Paralympic Games, visitors can expect unbeatable sports experiences in 37 world-class venues, set against a backdrop of iconic beachfronts, breath-taking rural hinterland, and an exciting city rich in culture and entertainment.

Brisbane also offers a range of lifestyle benefits. Combine artistic and outdoor adventures at South Bank, where cultural institutions and restaurants meet riverside gardens and a lagoon. Take a paddle steamer or ferry down the Brisbane River, abseil Kangaroo Point cliffs, or bike ride through the City Botanic Gardens. Or enjoy a day trip to Moreton Island, Noosa, the Sunshine Coast or Gold Coast, or visit beautiful national parks, rainforests and tourist attractions such as Australia Zoo, Dreamworld and other theme parks.

The perfect place to raise a family, Brisbane has been dubbed a food and drink lover's paradise, and is also one of Australia's most liveable and affordable capital cities, with sunny days almost all year round and enough rainfall to keep the city and suburbs cool and green.

A few hours drive north from Brisbane is the Great Barrier Reef, one of the 'natural wonders of the world'. As the largest World Heritage Area, it stretches more than 2,000 kilometres alongside the coast, and is home to around 1,500 species of fish and 350 types of coral. Stradbroke and Fraser Islands are also world-famous attractions close to Brisbane, featuring some of the largest sand dunes in the world.

A leader in education

Brisbane has a wide range of high-quality schools at primary and secondary level, religious and non-denominational, single-sex and co-educational, with many offering excellence programs or other specialty features such as the International Baccalaureate. Brisbane also offers some of the greatest learning institutes in Australia, with 3 internationally recognised universities covering all areas of study from law and medicine through to business, marketing, tourism, IT and biotechnology. The University of Queensland (UQ) is one of Australia's leading research and teaching institutes, ranking among the world's top universities.

Lifestyle

In the heart of Brisbane city, Queen Street Mall is a vibrant shopping and lifestyle precinct and is Australia's most popular pedestrian mall. Brisbane is also the home for many of Queensland and Australia's major sporting events in rugby league, rugby union, AFL and cricket.

Brisbane residents have excellent access to health care in both public and private sectors, covering hospitals, general practitioners, dentists, and other allied healthcare professionals. The numerous public and private hospitals include the Princess Alexandra Hospital, the Mater Hospital network, the Queensland Children's Hospital, and the Royal Brisbane and Women's Hospital. Urgent and emergency medical care is readily available to everyone.

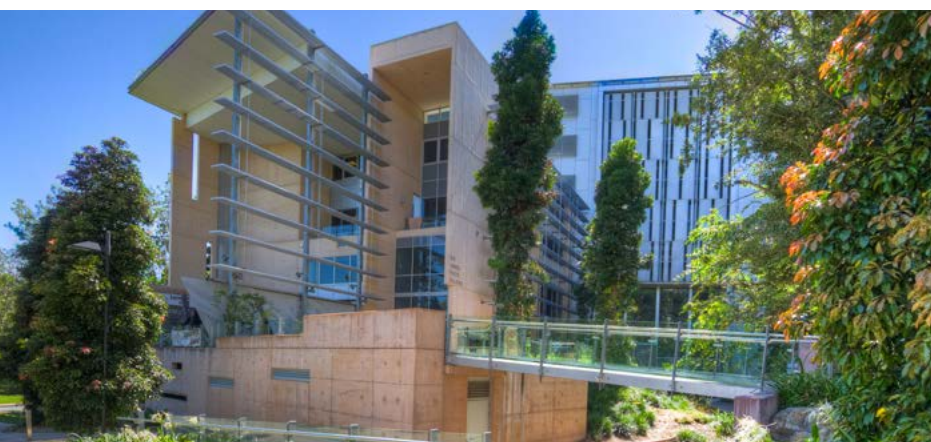


Further information

General information on the University is available through the University's website:
uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report:
about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports
- Governance:
about.uq.edu.au/governance
- Key statistics:
pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx
- Organisation chart:
about.uq.edu.au/files/5643/org-chart.pdf
- Research at UQ:
research.uq.edu.au
- Strategic Plan 2022–2025:
about.uq.edu.au/strategic-plan
- UQ Global Strategy:
global-strategy.uq.edu.au
- UQ Reconciliation Action Plan:
about.uq.edu.au/reconciliation/plan
- UQ Aboriginal and Torres Strait Islander Employment Strategy:
staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf





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