

Position Description

Head of Department, Department of Management and Marketing, La Trobe Business School

Position No:	50148055
Business Unit:	Office of the Provost
Division:	La Trobe Business School
Classification:	Level D/E
Employment Type:	Fixed Term in conjunction with ongoing substantive academic appointment
Campus Location:	Melbourne
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about La Trobe University - <http://www.latrobe.edu.au/about>

Position Purpose

The Head of Department is responsible and accountable to the Dean for high-level strategic and disciplinary leadership in the Department, for implementing University and School strategies and plans within the Department and for ensuring that the Department achieves relevant targets and performance indicators. They will have a particular focus on leading, supporting and managing the Department's academic staff, programs, and resources. They will pursue excellence, impact and continued improvement in all aspects of the academic work of the Department, including delivery of teaching programs, research and industry engagement.

The appointee will be recognised internationally as a contributor to the development of their discipline or profession. They will demonstrate leadership in curriculum development, coordination and delivery of courses at both undergraduate and postgraduate level. They will be expected to foster excellence in teaching and learning and play a key role in assuring the quality of academic programs and facilitating student success within the Department. They will undertake high impact research and publish in ABDC A* ranked journals, lead the department's research, funding and industry engagement activities and contribute to the leadership of the Department and School.

Duties at this level will include:

Strategic and disciplinary leadership

- Provide strategic and operational disciplinary leadership for the academic activities of the Department, in particular by developing plans and implementing actions for the Department's teaching, research and industry engagement to ensure that the Department achieves relevant targets.
- ensuring disciplinary input into and implementation of University and School strategic and operational plans.
- leading the implementation and active demonstration of the La Trobe Cultural Qualities in the Department.
- convening meetings of the Department as required, to ensure input of academic staff in teaching, research and industry engagement and the culture and operations of the Department.
- chair relevant Department and School Committees and participate in, or represent the School on, other relevant internal and external committees.
- actively participate in the leadership of the University, including as a member of the School Executive and the Senior Leadership Group and in cross-functional planning and projects.
- actively represent, advocate for and promote the Department, its disciplines and the University to enhance their reputation locally, nationally and internationally.
- build and maintain relationships with relevant professions and professional bodies.

Leading, supporting and managing academic staff

- working closely with the Dean, Associate Deans, Provost and Deputy Provost and relevant administrative teams, leading and managing all elements of academic staffing, capability, performance and culture, including academic workforce planning, recruitment, induction, mentoring, skills and leadership development, performance management and Career Success, promotion, retention, succession planning, and improving the quality of teaching and learning and research.
- coordinating the management of teaching, research and industry engagement, including actively supporting and facilitating collaboration by academic staff of the Department with colleagues in other Departments and Schools in teaching, research and industry engagement
- advising the Dean on the allocation and monitoring of resources and academic staff workload, including the appointment of casual and sessional staff, and managing associated budgets.

- ensuring AQF compliance of teaching staff, including by determining/approving AQF equivalence and maintaining a register of AQF compliance.
- ensuring that appropriate supervisory, mentoring and advising arrangements are in place including by acting as mentor and adviser to more junior colleagues concerning scholarship, teaching, and research.

Learning & teaching and academic programs

- providing effective, efficient and innovative delivery of teaching and performance management of learning and teaching within the Department.
- ensuring academic staff in the Department participate in continuous improvement of teaching and implement actions required by course and subject improvement processes or by the Associate Dean, Learning and Teaching / School or Department Coordinators, Learning and Teaching / course coordinators.
- ensuring academic staff in the Department support and participate as necessary in the promotion of courses and disciplines.
- overseeing load planning and selection for courses within the Department and participating in load planning and selection for courses to which the Department contributes.

Research & Industry Engagement

- supporting improved performance in grants, rankings and research standing and supporting alignment of research in the Department with the University's research strategy and research themes, including through ensuring a strong research culture in the Department through effective management and leadership of academic staff in the Department engaged in HDR supervision, ensuring HDR progress and supervision quality in the Department.
- in close collaboration with the Associate Dean (Research and Industry Engagement) and the School Director, Graduate Research, supporting improved performance in grants, rankings and research standing and supporting alignment of research in the Department with the University's research strategy and research themes, including through ensuring a strong research culture in the Department through effective management and leadership of academic staff in the Department engaged in HDR supervision, ensuring HDR progress and supervision quality in the Department.

Academic Partnerships

- in close collaboration with the Associate Deans Academic Partnerships, developing, managing and promoting discipline-relevant external academic partnerships to support teaching, research and industry engagement.
- Duties forming part of the incumbent's substantive academic appointment as agreed with the Dean in light of the time allocated to the duties of this role as Head of Department.

Essential Criteria

Skills and knowledge required for the position

- PhD or equivalent accreditation and standing recognised by the University/profession as appropriate for the relevant discipline areas within the department of Management and Marketing.
- Proven commitment to the highest quality teaching in fields relevant to the Department, including evidence of leadership in teaching and curriculum development at postgraduate levels.
- Distinguished record of nationally and/or internationally recognised research, with evidence of the highest quality (ABDC A* and A ranked journals) and/or impact. Where relevant evidence of citations and journal rankings should be given.

- Evidence of an international reputation in the appointee’s professional field, and of significant national and international influence on their profession.
 - Evidence of achievement in fostering and supporting research teams, a research culture and in mentoring early career staff.
 - Strong record of external research funding through competitive grants, industry grants or consultancies.
 - Demonstrated ability to supervise higher degree students.
 - Excellent interpersonal skills with a proven ability to build working relationships with academic and professional staff across the University.
 - Evidence of effective leadership and management at department/school and/or university level.
 - Demonstrated ability to lead teams and promote a collaborative and collegial environment.
 - Proven experience and success in managing staff workload, performance and development.
- Demonstrated capacity to develop and implement effective strategies and plans, along with the ability to review and monitor performance against plans and targets, adjusting as necessary to achieve successful outcomes.
 - Outstanding leadership, interpersonal, communication, management and presentation skills including the ability to inspire, motivate and lead; build and supervise teams; manage resources; and establish strong relationships with staff members and potential staff members and other stakeholder with diverse backgrounds.

Capabilities required to be successful in the position

- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy culture to successfully navigate change – implementing recommended improvements to organisational practice.
- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and accurately reading and responding to organisational, political and social dynamics.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – welcoming collaboration and consistently modelling and enabling accountability, connection, innovation and care.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation across La Trobe – encouraging and enabling the generation of new ideas, demonstrating a willingness to experiment, and taking calculated risks to solve organisational problems and support the University’s strategic and cultural priorities.
- High level attention to detail, judgement and discretion coupled with outstanding interpersonal and group communication skills.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- Any essential compliance requirements for the incumbent’s substantive academic appointment.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: