INFORMATION FOR CANDIDATES

FACULTY OF SCIENCE
HEAD OF SCHOOL OF BIOLOGICAL SCIENCES
WELCOME MESSAGE

EXECUTIVE DEAN, FACULTY OF SCIENCE

PROFESSOR MELISSA BROWN

UQ’s Faculty of Science is recognised as a powerhouse for some of the world’s leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

Through its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, planning, the environment and veterinary science.

The School of Biological Sciences combines excellence in teaching and research, achieved through outstanding staff and facilities located at the UQ St Lucia campus.

The Faculty seeks a vibrant and inspirational leader to be the next Head of the UQ School of Biological Sciences and to drive its performance in all domains to the next level.

Yours sincerely,

Professor Melissa Brown
Executive Dean
Faculty of Science
ABOUT THE UNIVERSITY

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.
THE FACULTY OF SCIENCE

The Faculty of Science at UQ is an internationally recognised provider of world-class education and research. A research-intensive Faculty, with a gross budget in excess of $300M, employs approximately 1,100 continuing and fixed-term staff and teach around 7,500 full-time equivalent coursework students (EFTSL).

The Faculty teaches agriculture, biology, chemistry, earth sciences, food science, geography, marine science, mathematics, physics, planning, both environmental sciences and management and veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs including science, engineering and health and medicine. The Faculty provides the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government, particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Ecology and Environment, and Veterinary Sciences.

The Faculty comprises six Schools: Biological Sciences, Earth and Environmental Sciences, Agriculture and Food Science, Chemistry and Molecular Biosciences, Mathematics and Physics, and Veterinary Science.

Further information on the Faculty can be obtained from the Faculty’s web site at http://www.science.uq.edu.au.
The School of Biological Sciences is a high performing research intensive School that includes the traditional disciplines of Botany, Zoology and Entomology. The School teaches into the University's Bachelor of Science program, and also administers the inter-Faculty Bachelor of Marine Studies program. The School provides unique opportunities for study or research in plant and animal biology with international research programs spanning ecology, molecular plant sciences and biotechnology, plant and animal physiology, marine biology, insects and parasite interactions, and genetics & evolution.

The School’s courses consistently rate very highly in student evaluations and this in part reflects our strong emphasis on practical and field based teaching. The School has 47 academic staff, 33 administrative and technical staff, and over 100 postdoctoral and research support staff and is housed in two buildings on the St Lucia campus. Currently, over 250 research higher degree and Honours students are respectively enrolled in the School's programs. The School also hosts a number of Research Centres, including the Centre for Marine Science and The Ecology Centre.

Information about the the School can be found at: http://www.biology.uq.edu.au/
 POSITION DESCRIPTION

Position Title: Professor and Head of School
Organisation Unit: School of Biological Sciences
Type of Employment: Full-time, Fixed Term for 5 years with possibility of continuation by negotiation for a further term

Classification: Teaching and Research Academic Level E
Remuneration: An attractive remuneration package will be negotiated with the successful candidate including 17% superannuation.

Faculty of Science
The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

School of Biological Sciences
The School of Biological Sciences is one of six schools within the Faculty of Science. The School is a high performing research intensive School that includes the traditional disciplines of Botany, Zoology and Entomology.

Information for Prospective Staff
Information about life at UQ including staff benefits, relocation and UQ campuses is available at – http://www.uq.edu.au/current-staff/working-at-uq

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position
The Head of School provides strategic and operational academic leadership to the School in accordance with: https://ppl.app.uq.edu.au/content/1.20.04-roles-responsibilities-and-authority-heads-schools-and-major-centres.

A fundamental responsibility of the Head of School is to lead the development of high quality graduates and facilitate research outputs that have national and international impact within the School, and in the context of the Faculty and University.

The Head of School has primary responsibility for the following:

- Governance of the School and establishment and development of its strategic direction;
- Leadership and development of teaching and research;
- Guidance and development of staff and the management of human resources related issues;
- Management of finances and infrastructure through effective planning, revenue generation, budgeting and expenditure control; and
- The nurturing and development of strong partnerships with graduates, employers, the organizational units of the Faculty and the broader University;
- The attraction of non-traditional sources of income to support the academic mission of the School.

The Head of School will also be expected to contribute to the teaching and research activities of the School.
Duties
Duties and responsibilities include, but are not limited to:

**Academic Leadership**
- Encourage the pursuit of excellence in teaching and learning in research;
- Promote Collaboration with other schools or centres where appropriate;
- Maintain personal academic standing, including the pursuit of research and scholarship;
- Represent the interests and needs of the University to the School and to the external community; and
- Represent the interests and needs of the School in the University through membership of the Academic Board, Faculty Board(s) and other University groups and committees.

**School of Governance**
- Establish and maintain a suitable organizational and committee structure;
- Consult with relevant committees and staff;
- Develop and maintain the strategic and academic planning functions including the setting of goals and targets in the context of University and Faculty Strategic and Operational Plans, and initiate and revise course and program offerings, in line with the policy on Academic Program Approval, Curriculum and Teaching Quality Appraisal and Academic Program Review;
- Develop and maintain quality assurance processes, particularly in relation to teaching, research and the supervision of students;
- Allocate duties to academic staff in an equitable manner to ensure the effective and efficient performance of the teaching, research and service functions, and implement University policies; and
- Provide information to relevant University authorities.

**Staff Guidance and Human Resources Management**
- Manage human resource issues, including the recruitment and selection of staff, staff appraisal by the conduct of annual reviews for relevant staff, performance management issues and staff grievances;
- Comply with the University Enterprise Agreement and policies;
- Support professional development of staff; and
- Establish mechanisms to ensure that equity and workplace health and safety policies are observed.

**Financial and Infrastructure Management**
- Manage finances including budgeting and planning for equipment and other infrastructure expenditure, and monitoring expenditure against allocations;
- Pursue opportunities to increase revenue, especially by attracting full fee-paying students, developing links, and partnerships with business and industry and commercialising the results of research and intellectual property;
- Manage and maintain school space and infrastructure resources; and
- Protect intellectual property.
External Relations

- Establish and maintain effective links with the relevant government departments and authorities, and ensure that the Executive Dean and the Vice-Chancellor’s office are informed of the contacts;
- Establish and maintain effective links with industry, relevant professionals and professional bodies, government departments and authorities; and ensure that the Executive Dean and Vice-Chancellor’s office are informed as required.
- Establish and maintain links with employers of graduates, international educational and research institutions; and strengthen mechanisms for maintain links with alumni.
- Maintain effective links with graduates and alumni;
- Nominate appropriate appointees as Adjunct or Honorary Professors and involve them effectively in the life of the School; and
- Set up and maintain productive links with offshore sources and international, in partnership with Faculty and University international teams.

Other

Ensure you are aware of and comply with legislation and University policy relevance 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 or Institute/School.
- the adoption 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 of the Faculty of Science.
SELECTION CRITERIA

Essential

- PhD in the area central or closely related to the interests and activities of the School.
- A distinguished record of scholarly teaching and leadership of teaching at undergraduate and postgraduate levels.
- An outstanding international profile in research, including leadership of major funding initiatives and major contributions to generating or applying knowledge.
- Demonstrated capacity to provide academic leadership in research and/or teaching, including development and implementation of a vision that extends beyond the applicants’ specific disciplinary area, with a track record of success.
- Demonstrated experience in managing staff and activities effectively, and responsible financial and resource management.
- Highly developed interpersonal and communications skills including demonstrated ability to successfully mentor and develop staff, negotiate and manage change, facilitate collaborative working opportunities, and communicate with and influence diverse groups both within and outside the University.
- Ability to establish and work collaboratively with local, national and international partners to successful outcomes.

Seminar

Applicants invited for interview will be required to outline their vision for the School over the next 5 years in a seminar and in individual and group meetings with senior staff of the School and Faculty, in conjunction with the selection interview process.

Qualification Verification

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

UQ values diversity and inclusion and actively encourages applications from those who bring diversity to the University.

Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to:
Sherry Easson at s.easson@uq.edu.au.
HOW TO APPLY

To submit an application for this role please provide the following information:

- Brief cover letter
- CV with Researcher ID
- 3 Referees
- A candidate statement which outlines your vision for the role and an overview of your experience and skills as it relates to the selection criteria. This should be no more than four pages.

Applicants should provide a confidential email address and suitable daytime and evening telephone contact details, as well as details of their availability during this period.


For detailed discussions regarding this role and the applications process contact:

Professor Melissa Brown
Executive Dean, Faculty of Science

e: science.dean@uq.edu.au
p: +61 7 3365 1609

Applications should be submitted online via UQ Jobs (UQ Jobs reference number 501410) at:
http://jobs.uq.edu.au/
ABOUT BRISBANE

Brisbane is the capital city of Queensland. It is Australia’s third largest city and fastest-growing capital with a population of more than 2.2 million, offering a safe, friendly, multicultural environment.

The inner city is characterised by the Brisbane River, parklands, convention facilities, museums, art galleries, a casino, malls, shopping districts and a host of cosmopolitan restaurants and cafés.

The golden beaches and fun parks of the Gold Coast are just an hour’s drive south. The beautiful Sunshine Coast beaches are a short drive to the north, along with National Parks, rainforests and attractions such as Australia Zoo.

Further information and website addresses

General information on the University and living in Brisbane is available through the University’s website http://www.uq.edu.au/staff.

Further information on the Faculty of Science is available at www.science.uq.edu.au

Information about The University of Queensland’s Annual reports, Research Report and Strategic Plans is available at: http://www.uq.edu.au/about/publications.

The University of Queensland’s fast facts is available at: http://www.uq.edu.au/about/fast-facts.

For a comprehensive guide to family friendly work practices and services visit the Work and Family website at http://www.uq.edu.au/current-staff/?page=133455.