POSITION DESCRIPTION

Position Title: Head of School and Academic Dean
Organisation Unit: School of Economics
Position Number: 3017071
Type of Employment: Full time, Fixed Term
Classification: Academic Level E

THE UNIVERSITY OF QUEENSLAND

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), 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 our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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.

V6.1 August 2017
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 $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

UQ’s School of Economics ranks among the top 2% of research-intensive economics departments in the world and is one of the leading economics departments in Australia. A number of the School’s academic staff have won prestigious national and UQ teaching awards and our teaching programs benefit significantly from the high quality research being conducted. Faculty members undertake world-class research across a range of fields including economic theory, econometrics and applied economics.

The School is a leading provider of economics education in Australia and generates annual revenues of almost $40 million from its undergraduate and postgraduate programs. In 2017, more than 1500 students enrolled in its courses, of which 30 per cent were international students from 53 countries. Significant numbers of students from other UQ programs also undertake economics courses, with total course enrolments averaging close to 8,000 each semester. In 2017 the School ranked 52nd in the RePEc (Research Papers in Economics) Rankings by department.

The School hosts an ARC Australian Laureate Fellow, an ARC Future Fellow and an ARC Discovery Early Career Research Fellow, as well as a number of research academics working on externally funded projects. The School has attracted almost $2 million in ARC funds in the past 12 months. Within the School is a number of research groups including the Centre for Efficiency and Productivity Analysis which ranks 2nd in the world. There is an active seminar and visitor program providing exposure to leading researchers from around the world.

UQ Economics currently employs 68 academic staff and 24 professional staff members. Each semester, the School also employs around 100 casual tutors. Details on our academic programs, research groups and staff profiles may be accessed on the School’s web site at: http://www.uq.edu.au/economics/

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

Provide educational, research and organisational leadership for the School of Economics. The position is expected to exercise appropriate leadership and management skills within the culture of the University. The role has primary responsibility for the management of the School’s academic and professional staff, students and degree programs.
Duties

Duties and responsibilities include, but are not limited to:

- Enable the School to achieve its strategic goals and alignment of those goals with the Faculty and University.
- Provide leadership to identify and develop emergent areas within the School.
- Publish in leading economic journals.
- Seek and develop opportunities for research collaboration within the department and beyond the University.
- Demonstrate personal and academic/professional excellence in scholarship.
- Take primary responsibility for the management of human resources within the School.
- Manage the School’s internal budget and research allocations including the human and physical resources of the School.
- Foster the research commitment, skills and performance of staff and students (including administering research facilities); and lead and develop research and postgraduate initiatives.
- Develop innovative internationalised academic programs at undergraduate and postgraduate levels, and foster international and domestic student recruitment.
- Develop and maintain quality assurance processes, particularly in relation to teaching, research and the supervision of students.
- Promote the University and the discipline by participating in appropriate local, national and international organisations.
- Provide representation for the School on collaborative research and industry committees and in discipline-relevant societies.

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 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, Faculty of Business, Economics and Law.
SELECTION CRITERIA

**Essential**

- Demonstrated ability to lead, manage and administer multi-disciplinary organisation and its human, physical and financial resources.
- High level of interpersonal and communication skills.
- Evidence of leadership skills, strategic thinking and organisational acumen.
- PhD in an area relevant to the School of Economics.
- Demonstrated expert knowledge in an area relevant to the existing strengths of the School, and the ability to develop innovative academic programs.
- Ability to supervise postgraduate research, and a willingness to mentor and develop staff and students.
- An ability to establish and develop effective external relationships to represent and promote disciplines within the School of Economics, to develop collaborative initiatives with industry, government, professional and effective liaison with accreditation bodies.

**Desirable**

- A strong publication record in leading peer reviewed journals in economics and strong evidence of success in attracting research funds.

**Seminar**

Applicants invited for interview may be expected to present a seminar 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.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.