Purpose of role
The Director, Australian Lymphoedema Education, Research and Teaching (ALERT) is responsible for leading the research activity, learning and teaching and clinical service delivery of the Program in service of the Faculty, MQ Health and University strategic objectives and ambitions.

Nature and Scope
Macquarie is a university that aspires to be:

- a destination of choice for students and staff who share our values
- deeply connected with our stakeholders and partners, and known for this globally
- ranked among the highest performing research universities of Australia and, for key disciplines, to be recognised for our pre-eminence

Our University: A Framing of Futures reflects the fundamental mission of education, research and community engagement.

The ALERT program operates within the Faculty of Medicine and Health Sciences and is responsible for delivery of academic priorities of the University and the clinical service delivery of the Lymphoedema Clinic within MQ Health. The program has interactions with students, alumni, industry, government, professional bodies and the community.

Within this, the Director, ALERT provides leadership to a group of academic and professional staff, clinicians and lymphoedema therapists who assist in carrying out the critical work of the Program.

Reporting Relationships
The Director, ALERT reports to the Head of Department, Clinical Medicine to set and achieve the Faculty and MQ Health priorities in alignment with the University’s strategic framework and direction at a Program level.

The academic and professional staff and lymphoedema therapists within the Program report to the Director, ALERT.

Key Responsibilities
1. In consultation with the Head of Department, develop an operational plan for the Program that is aligned to Faculty, MQ Health and University Strategy, and engage staff within the Program to achieve that plan.

2. Drive the overall academic and clinical performance of the Program in meeting strategic objectives, through:
   a. Fostering a culture of transformative learning, innovation and excellence in teaching that is aligned to the objectives of the Strategic Learning and Teaching Framework.
   b. Attracting high calibre students consistent with the University’s target student numbers.
   c. Enhancing the research profile of the Program in alignment with the Strategic Research Framework by improving the quality and quantity of research output including the proportion of research active staff, the quantity and size of research grants, the number and quality of publications and appropriate measures of impact such as citations.
   d. "In collaboration with academic staff, ensure educational programs and courses are reviewed and improved to provide a high-quality student experience. Review may
include ceasing courses in low demand or of poor quality and developing new programs and courses consistent with the strategy of the Department, Faculty and the University.” Developing and managing collaborative local, national and international partnerships aimed at expanding research opportunities and raising the profile of the department

e. Leading the provision of quality, efficient, safe and accessible lymphedema clinical services that is patient centric and informed by translational research.

3. Provide leadership and mentoring to staff to achieve potential and sustain high performance through:

a) Initiating regular performance conversations with staff to support them in achieving their research, teaching and/or clinical objectives and to address any potential barriers to high performance

b) Attracting and retaining high performing staff to enable the vision and strategy of the Department

c) Regularly reviewing performance and career aspirations of staff against the Program’s strategic plan to inform development planning, succession and promotion of staff

d) Establishing, promoting and maintaining a collegial, collaborative and productive culture within the Department.

4. Oversee the effective administration of the Program’s budgets and resources including optimising the allocation of resources, operating within budget and meeting relevant legislative and compliance obligations.

5. Build and sustain relationships with external stakeholders such as potential students and high schools, potential employers of students, donors, alumni, the community, business, and government to ensure the interests of the Department are effectively promoted and advanced.