Purpose of role
The Head of Department is responsible for leading their Department's research activity, learning and teaching and community engagement in service of the Faculty 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 Department operates within the Faculty and is responsible for delivery of academic priorities of the University and its interactions with students, alumni, industry, government, professional bodies and the community.

Within this, the Head of Department provides leadership to a group of academic and professional staff who assist in carrying out the critical work of the Department.

Reporting Relationships
The Head of Department reports directly to the Executive Dean to set and achieve the Faculty academic priorities in alignment with the University’s strategic framework and direction.

The academic and professional staff within the Department report to the Head of Department.

Key Responsibilities
1. In consultation with the Executive Dean, develop an operational plan for the Department that is aligned to Faculty and University Strategy, and engage staff within the Department to achieve that plan.

2. Drive the overall academic performance of the Department in meeting the University’s 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 at the undergraduate and postgraduate level (including higher degree research students) consistent with the University's target student numbers.
   c. Enhancing the research profile of the Department 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.
international partnerships aimed at expanding research opportunities and raising the profile of the department

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 service 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 department'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 Department'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.