

Role of the Head of School

Position Title	Head of School
Classification	Level D or E
Supervisor Title	Senior Deputy Vice-Chancellor
Position Number	Multiple

The role

As the Head of School, you will provide exceptional academic, strategic, and operational leadership to support the School's student experience, learning and teaching, research and research training, and engagement outcomes. You will provide academic leadership to further the mission of the School and University and reflecting the values of the University. You will inspire, motivate and develop staff, promote a culture of high performance and engagement, bring a demonstrable commitment to progress on diversity, equity and inclusion, and have a commitment to building relationships with external stakeholders. You will ensure that required quality standards of education and/or training programs, including relevant accreditation(s) by external bodies, are met. Working collaboratively within the College of Schools and across the University, the Head of School will positively engage members of their School to deliver high-quality results in support of the University strategy.

Expectations of the role

Strategy

Translate the University's strategic priorities into strategies and actions that articulate and advance the School's vision, mission and strategic objectives.

Communicate, implement and monitor annual and medium-term goals to meet set School strategies and actions.

Champion and develop action plans to implement the University's Indigenous Strategy and Diversity, Equity, and Inclusion Strategy.

Leadership

Provide exceptional academic, strategic and operational leadership, and develop a leadership team.

Instil a high-performance culture and teamwork to deliver the shared vision of the School.

Develop strategies and a culture to attract, develop and retain outstanding talent in an inclusive workplace.

Governance

Lead and govern the School in ways that ensures compliance with the law, University statutes, policies and procedures.

Oversee effective and equitable School governance structures and ensure that these structures are constituted in accordance with the University's statutes, Governance policies and procedures.

Chair the School Board and ensure School meetings are held regularly and minutes are communicated appropriately.

Manage risk and ensure compliance with regulatory and ethical standards.

Research and Teaching

Oversee the planning, development, renewal and accreditation of academic programs and pedagogy offered by the School.

Deliver the School's teaching and learning priorities in accordance with University policies to ensure the educational offering is relevant, responsive, of high quality and attracts the right numbers, diversity and quality of students, with excellent student experience.

Continuously monitor student experience, satisfaction, well-being, safety and diversity within the School and address areas where improvements are needed.

Deliver the School's research priorities in accordance with University policies to ensure the research output of the School is of high quality, internationally competitive, with opportunities for collaboration and interdisciplinary innovation, and with impact.

Provide a vibrant and supportive training environment for higher degree by research students, and with the School GRC and the GRS, set and achieve higher degree by research student completion targets.

Support the management of intellectual property, in line with University policies and procedures.

Promote the School's research and enhance its impact, significance and benefits, including opportunities for commercialisation.

Promote and support opportunities for collaborations with other academic units at UWA (other Schools, Institutes, Centres) and externally (see next section).

External Engagement

Understand and influence the external environment in which the School operates.

Proactively develop and enhance relationships with, and a strong service ethos to, the community as an integrated component of the educational and research activities of the School.

Develop or maintain positive working relationships with relevant government and industries at state and national levels and with key funding bodies to maximise opportunities (across research and education) for the School.

Lead engagement with School alumni, adjunct and honorary staff and provide leadership on fundraising opportunities for the School.

Forge and maintain external relations essential to the School's business, promoting the University to external bodies and organisations.

Represent the University and the School in the external community locally, nationally, and internationally.

Ensure the School's offerings are aligned with the requirements set by professional accreditation bodies, where appropriate.

General Management

Create an inclusive culture that promotes the fair and equitable treatment of staff and students in the School, consistent with the University's vision and values.

Take all reasonable steps to ensure that all practices and activities within the School comply with the law, University statute, policies and procedures (including, but not limited to, finance, HR, data management, information management, research ethics, animal ethics, etc.)

Work productively with professional services areas of the University to ensure adequate facilities and systems are available for the School to ensure School and University priorities are met.

Work productively with the University Executive to ensure strategic alignment of the School and University.

Chair or serve on a range of University committees and working groups, as needed.

**Note: The order of the responsibilities does not determine the importance of the responsibility. All responsibilities are equally important.*

Required capabilities (selection criteria)

PhD or equivalent qualification as relevant for the discipline(s).

Leadership credibility and ability to influence (externally and internally) through depth and breadth of expertise, and the ability to seek, review and apply best practice.

Personal effectiveness and self-management, particularly time management and the ability to be flexible, adaptable and to operate effectively under pressure.

Strong communication and interpersonal skills.

Demonstrated integrity and fairness, along with the ability to provide leadership in a large and complex setting while also operating effectively and supportively as part of a team.

Demonstrated ability to develop strategy and associated action plans, with understanding of setting budgets and the ability to manage operations within the set budget.

The ability to manage practices and processes that facilitate and support high quality teaching and research outcomes.

Commitment to the values of equity and diversity, demonstrated understanding of the diverse nature of the University's community, and a willingness to work with staff, students and visitors from a wide range of backgrounds.

Demonstrated ability to articulate a clear direction and to secure commitment to a vision by inspiring and motivating colleagues.

A commitment to Safety, Health and Wellbeing of staff and students.

Exemplary personal qualities fully aligned with UWA's institutional values of excellence, integrity, innovation, collaboration and equity.

Special requirements (selection criteria)

Domestic and overseas travel may be required.

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).