POSITION DESCRIPTION

Head of School

Position Summary

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world. For further information see: https://www.2025.unsw.edu.au/

The Business School’s reputation is built on its outstanding staff, students and alumni and a cultural diversity which ensures an international focus. It also has a long history of deep industry engagement and takes pride in the impact it has through its educational and research activities. The School is frequently ranked among the top 50 in the world, and in some areas among the top 20, according to global indicators. For further information, see: https://www.business.unsw.edu.au/

The Head of School provides leadership to a group of academic and professional staff who assist in carrying out the work of the School. The Head of School works collegially with the Faculty and University leadership teams to lead and manage the strategic direction and overall research performance, student education experience and community engagement of the School, Faculty and University.

The Head of School reports directly to the Senior Deputy Dean to shape and realise the strategic priorities and performance of the university.

The academic staff of the School report to the Head of School who is supported by the School leadership team which could include a School Manager/Senior School Administrator, Deputy Head of School, Academic Governance Committees, Academic Convenors and Academic Co-ordinators. The School Manager is responsible for the administrative and operational management of the School in collaboration with the Head of School and Faculty General Manager.
Accountabilities

Specific accountabilities for this role include:

- Develop a strategic vision for the School that is aligned to Faculty and University Strategy and engage staff within the School to realise that vision.

- Establish and maintain a collegial, supportive, and productive culture within the School.

- Drive the overall academic performance of the School in meeting the University’s objectives, specifically through:
  a. Providing a valuable student education experience by fostering a culture of innovation and excellence in teaching that is aligned to performance indicators such as Course and Teaching Evaluation and Improvement (CATE!)
  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 School 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. Developing new programs and courses in collaborator with academic staff and the Faculty in order to continually meet industry requirements for Australian graduates.
  e. Grow the international presence and reputation of the School.

- Attract and retain staff of the highest quality to enable the strategic vision of the School to be achieved.

- Build the capability of staff within the School through effective talent management and succession planning strategies supported by regular communication, quality performance conversations, coaching and addressing barriers to high performance.

- Build and sustain excellent 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 School are effectively promoted and advanced.

- Ensure that the School is effectively administered including optimising the allocation of resources, operating within budget and meeting relevant legislative and compliance obligations.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A respected scholar, normally at Associate Professor or Professorial level, in an appropriate discipline with an understanding and appreciation of the values and roles of a major research university operating in an international context.

- The energy and resilience needed to deal with the challenges and opportunities offered by an ambitious university.

- A breadth of academic vision and intellectual enthusiasm that encompasses the range of disciplines within the School.
• Capacity to articulate a strategic vision for the School and the ability to lead and manage change to achieve the vision.

• A strong, proactive and energetic leader who can motivate high performance from diverse groups of people across the School.

• Outstanding communication and interpersonal skills including the ability to encourage staff to achieve their best and to have difficult conversations with under-performing staff where necessary.

• The representational skills to effectively take the School forward in a variety of internal and external forums.

• The ability to manage budgets effectively and according to school and faculty strategic priorities.

• A commitment to the guiding principles and objectives set out in the UNSW Strategic Intent and the ability to articulate these principles and objectives in a variety of settings.

• A strong sense of equity, fairness, and ethics to ensure a safe, diverse and respectful working environment which supports high performance and the development of staff.

• An understanding of and commitment to UNSW’s aims, objectives, and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.