POSITION DESCRIPTION

Head of School of Medical Sciences

Position Summary

UNSW Medicine & Health is a national leader in education and research. The Faculty has close affiliations with a number of Australia’s finest hospitals, research institutes and health care organisations. With a strong presence at the main UNSW Kensington campus, the Faculty also has staff and students in numerous teaching hospitals in metropolitan Sydney and regional and rural areas of NSW, including Albury/Wodonga, Wagga Wagga, Coffs Harbour, Griffith and Port Macquarie. UNSW Medicine & Health has just launched an ambitious strategic plan for the next 5 years (Health25). As part of this plan our Health Precincts are key elements in building our contribution and impact.

The School of Medical Sciences is the largest teaching-focused School within UNSW Medicine & Health. The School is based primarily within the Wallace Wurth and Lowy Buildings on the Kensington campus.

The Head of School (HoS) is a senior academic leadership role within UNSW Medicine & Health, with overall responsibility for the strategic and operational leadership of the School of Medical Sciences. The HoS supports the Faculty’s Dean through the provision of creative leadership in the development and implementation of innovative educational offerings and research programs within the School and across the Faculty, the effective alignment and integration of the School’s teaching and research across the broader Faculty and its partners, as well as the effective management of teaching and research quality and impact within the School aligned to the Faculty’s Health 25 Strategy and UNSW’s strategic objectives.

The role of Head of School reports to the Dean of UNSW Medicine & Health and has Heads of Department and the School Executive (including the School Manager) as direct reports.

Accountabilities

- Develop and implement a strategic plan for the School which aligns with the Faculty’s Health 25 Strategy and plays to the strengths, priorities, academic environment and strategic needs of UNSW Medicine & Health, its stakeholders and local communities.
- Work in partnership with other Schools, Institutes and Centres within UNSW to determine the strategic direction of the School, including new appointments, other academic opportunities, joint investment in research and teaching infrastructure and the development of common systems, policies and procedures. In
particular, it is expected that the HoS will establish a close working relationship with the Director of the soon to be established Biomedical Research Institute, with the aim of enhancing research-infused education offerings as well as collaborative research projects.

- Drive the academic performance of the School in meeting the University’s objectives, specifically through:
  - Providing a highly valued student experience by enhancing the existing culture of innovation and excellence in teaching aligned to performance indicators. This includes facilitating professional development of teaching staff through academic mentoring and formative peer review.
  - Attracting and retaining high-calibre students at undergraduate and postgraduate levels, including higher degree research students
  - Enhancing the research profile of the School by improving the quality, quantity and impact of research output including the proportion of research active staff, the number and size of research grants, the number, quality and impact of publications
  - Developing new programs to address community and industry needs and to enhance opportunities for our graduates.
  - Growing the national and international presence and reputation of the School
  - Contribute to the development of curricular and academic initiatives within the Faculty to ensure the School develops in alignment with the Faculty’s Health 25 strategy and UNSW’s 2025+ strategy.

- Enhance the research profile of the School by improving the quality and quantity of research output, grant success and size and cross-collaboration with other Schools, Centres and Institutes through alignment with and support for the thematic approach of the Faculty.

- Recruiting and retaining academic staff that excel in teaching and research and who align closely with the goals of the Faculty’s Health 25 Strategy.

- Implementing quality assurance and improvement procedures to enhance all aspects of the School’s activities.

- Working with the School Manager to ensure that the School is effectively administered by optimising the allocation of resources, operating within budget and meeting relevant legislative and compliance obligations.

- Establishing and maintaining excellent relationships with external stakeholders such as Local Health Districts, Government, donors, alumni and potential students to ensure that the interests of UNSW Medicine and Health and the School are achieved.

- Engage in high quality research projects, attract competitive grants, and publish research results in leading international journals and books.

- Supervise and actively participate in teaching and examining at both undergraduate and postgraduate levels, as appropriate.

- Participating in Faculty, University or external committees or boards as required.

- Supporting UNSW initiatives, such as the Plus Alliance and NUW Alliance.

- Aligning with and actively demonstrating the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Cooperating 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.

**SELECTION CRITERIA**

**Essential**
• A Higher Degree or equivalent in a relevant discipline area, and an outstanding teaching and/or research record as evidenced by teaching leadership roles in undergraduate and postgraduate medicine and/or publications in top tier journals.
• A record of outstanding achievement in a leadership role in a University or equivalent setting.
• A demonstrated capacity for leading change in delivery of education and/or the conduct of research.
• Evidence of highly developed interpersonal and collaboration skills, with demonstrated ability to work and influence across disciplines, faculties, institutions and industry.
• Evidence of being an inspirational role model for other academics seeking mentoring, guidance, advice and support in educational activities
• A distinguished record of academic excellence in a laboratory-based medical science with an outstanding contribution to teaching and/or research at both undergraduate and postgraduate levels.
• An entrepreneurial style, a tolerance for ambiguity, and a passion for the missions of education, research, community engagement and the healthcare system
• Energy, diplomacy with strong skills in analysis and change management. Proven ability to mentor and motivate diverse teams to achieve a high-performance culture, develop future leaders and manage under-performance
• Successful interaction with relevant professional organisations and/or evidence of involvement in broader health system management.
• Demonstrated capacity for leading change in the delivery of education, conduct of research, and the health system at clinical, research or education level.
• A track record of innovation in education and development of new programs
• Excellent oral and written communication skills.
• Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

Desirable
• A proven ability to attract research and/or philanthropic funding.
• Successful interaction with relevant professional organisations and/or evidence of leadership in broader health system management.

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.