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## POSITION DESCRIPTION

# Head of School

Faculty/Division	Science
Classification Level	Academic E
Hours & Span (Category)	ACADEMIC POSITION NO SPAN
Position number	00098861
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	30 July 2024

### Position Summary

The Faculty of Science is a large and complex faculty of UNSW Sydney. It comprises of the Schools of **Aviation**, Biological, Earth & Environmental Sciences (BEES), Biotechnology & Biomolecular Science (BABS), Chemistry, Materials Science & Engineering (MSE), Mathematics & Statistics, Physics and Psychology.

The Head of School is the key integration point between the UNSW 2025 Strategy's strategic priorities of academic excellence, social & industry engagement and global impact, and the delivery of those priorities through the work of our staff and students and engagement with key external stakeholders. Primarily, this is achieved through integrated strategic planning, fostering an environment in which innovation and creativity can thrive, people-centred leadership and sound management of resources.

The Head of School reports directly to the Faculty 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 includes a School Manager, Deputy Heads of School, Academic Governance Committees, Academic Convenors and Academic Coordinators. The School Manager is responsible for the administrative and operational management of the School in collaboration with the Head of School and Faculty Executive Director.

### Accountabilities

Specific accountabilities for this role include:

## Strategy

- Developing a strategic vision for the School that is aligned to both the Faculty strategic plan, with the view of strengthening the School's position in Australia and all over the world.
- Contribute to the formulation of the Faculty strategic plan by providing strategic advice on external engagement, research and educational priorities.
- Lead and influence industry partners and research end-users to facilitate the development of sustainable industry-supported collaborations that lead to innovative technological outcomes.

## Academic Excellence

- Drive the overall academic performance of the School in meeting the University's objectives, specifically through:
  - Providing a valuable student education experience by fostering a culture of innovation and excellence in teaching that is aligned to performance indicators.
  - Attracting high calibre students at the undergraduate and postgraduate level (including higher degree research students), and life-long learners, consistent with the University's student and revenue targets.
  - 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.
  - Developing new programs and courses in collaboration with academic staff and the Faculty in order to continually meet stakeholder requirements for global graduates.
  - Identifying new prospects to collaborate with education, research and industry partners, and pursue opportunities for knowledge exchange and technology transfer where possible.
  - Growing the international presence and reputation of the School.

## Leadership

- Build a strategic vision for the School and engage staff within the School to realise that strategic vision.
- Engage School staff to establish and maintain a collegial, supportive and productive culture within the School, and externally with Faculty and University colleagues.
- 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.
- Engage in activities that build and sustain excellent relationships with external stakeholders including potential students and high schools, potential employers of our graduates, donors, alumni, the community, business, and government to ensure the interests of the School are effectively promoted and advanced.
- Pursue and support equity, diversity and inclusion objectives and policies.
- Lead the School by setting clear expectations and goals, establishing KPIs, giving regular feedback on progress and facilitating effective career development conversations.

- Be an active member of the Faculty Executive and contribute to the overall leadership, including promoting and representing Aviation and Science both internally and externally.

### **School Management**

- Take responsibility for devolved School budgets and comply with University financial requirements.
- Influence income and expenditure to enhance financial sustainability.
- Ensure that the School meets agreed key performance measures including those related to education, research, global impact and social engagement.
- Ensure that the School is effectively administered including optimising the allocation of resources, operating within budget and meeting relevant legislative and compliance obligations.
- Lead School based committees and boards and contribute to the Faculty and University committees as required.
- Oversee compliance and quality assurance management consistent with requirements under the University's Risk Management Framework, including Work Health and Safety.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

The Head of School and the Faculty Dean will agree on specific performance targets annually as part of the UNSW Senior Staff Performance Review, including targets relating to leadership responsibilities and expectations in relation to the Head of School's own research and teaching (if applicable).

### **Skills and Experience**

- A respected scholar, normally at a Professorial level, in an appropriate discipline with an understanding and appreciation of the values and roles of a major 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 and understands the key relationships outside of the School.
- Capacity to articulate a strategic vision for the School and the ability to lead and manage change to achieve that 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 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.
- A capacity to build and maintain effective collaborative partnerships within and external to the School to support the mission and objectives of the School, Faculty and of the University
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position**

- Verification of qualifications

#### 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.