

Head of School

School of Management and Marketing
Faculty of Business, Justice and Behavioural Sciences

Classification	Senior Executive Remuneration Level 4
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Special Conditions	Travel and overnight stays when required
Nature of Employment	Fixed-term, Full-time (up to 5 years)
Location	Bathurst (preferred location). Wagga Wagga or Albury-Wodonga campus may be considered.

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Organisational Environment

The [Faculty of Business, Justice and Behavioural Sciences](#) covers a diverse range of disciplines and is comprised of:

- School of Management and Marketing,
- School of Accounting and Finance,
- School of Computing and Mathematics,
- School of Policing Studies,
- Australian Graduate School of Policing and Security,
- School of Psychology,
- Centre for Customs and Excise Studies
- CSU Engineering.

Faculty staff are leaders in their fields of teaching and research and combine significant professional experience with academic expertise. Our Schools and Centre continue to grow through close collaboration and consultation with private industry, regulators, professional bodies, community engagement, partnerships and global networks.

The [School of Management and Marketing](#) offers subjects in management, marketing, entrepreneurship, human resources management, organisational change, strategy, indigenous business, leadership and regional business. All discipline areas are taught through undergraduate and postgraduate courses with subjects being taught online and internally at the Albury-Wodonga, Bathurst, Port Macquarie Wagga Wagga campuses and through partners at Charles Sturt University Study Centres (Brisbane, Melbourne and Sydney) as well at our international partner institutions in China and Cambodia. Academic staff within the School teach and research in the discipline areas of Management and Marketing and many have extensive business and practical workplace experience that informs their teaching and research.

Position Overview

The Head of School is accountable to the Executive Dean for the performance of the School in teaching and learning, research productivity and resource management. The Head of School will lead and manage the School ensuring all areas are operating efficiently and cohesively to provide a positive contribution to the mission and values of the Faculty and University. The Head of School is expected to provide the guidance and leadership required to allow the School to deliver high quality teaching and learning, impactful research and meaningful community engagement.

The Head of School will seek opportunities for the growth and development of the School developing and fostering linkages and relationships with industry, government, the professions and community. As a senior member of staff the Head of School will be required to contribute to the overall management of the Faculty and strategic development of the University.

Reporting Relationships

This position reports to: Executive Dean
This position supervises: Academic and Professional Staff of the School

Key Working Relationships

- Deputy Dean
- Course Directors
- Associate Dean (Academic)
- Associate Dean (Research)
- Sub-dean (Learning and Teaching)
- Sub-dean (Workplace Learning and Accreditation)
- Faculty and School staff
- Divisions of CSU
- Key industry and professional organisations
- Other professional support services

Principal Responsibilities as Head of School

- Lead and manage the School ensuring that School effort is contributing positively to realisation of the University's mission and strategy.
- Lead the School planning process ensuring the development of plans of both a strategic and operational nature that develop and deliver high quality teaching and learning, a positive student experience, research impact and collaboration, community engagement and service.
- Effectively implement School plans and other initiatives as required.
- Active engage with government, industry, public sector organisations, professional bodies and community groups fostering relationships to the benefit of the School.
- Manage the resources of the School with a view to efficiency of operation and ensuring outcomes are delivered within the envelope of available resources. This includes assisting in the provision of effective governance of the enterprise activities associated with the School.
- Engage in a collegial manner with colleagues in the Faculty, Research Centres and service Divisions to promote efficiency of operation and School development.
- Maintain the confidence of staff building a culture that balances high performance with a harmonious and constructive work environment within the Schools and related enterprises.
- Ensure governance and operational frameworks are in place to support compliance with relevant legislation, University policy, professional accreditation requirements and Higher Education Standards.
- Develop the profile and standing of the School at both a national and international level.
- Contributing to the overall leadership and management of the University, effectively collaborating with colleagues in other Schools, Faculty's and Divisions.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential Criteria

- A. A doctorate in a cognate discipline relevant to the School, or equivalent professional practice and standing and recognised as a leading authority in that field including a record of academic achievement of national and/or international standing through distinguished contributions including research, academic leadership and the scholarship of teaching within the field or demonstrated equivalence.
- B. Demonstrated high-level managerial proficiency and comprehensive knowledge of the tertiary education sector, including experience in academic management and governance with leadership, strategic planning, financial, human resources, and decision-making skills required for the effective management of a multi- disciplinary program.
- C. Proven ability to build strong links with external organisations and industry professional bodies and the communication skills and ability to represent the university in the wider community to achieve tangible benefits.
- D. Demonstrated senior leadership experience in curriculum development and implementation as well as a commitment to the facilitation of culturally respectful and innovative teaching.
- E. Demonstrated strategic vision and capacity to promote the development of a culture of excellence in education and research aligned to the Universities strategic direction.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)