

## Head of School

School of Animal and Veterinary Sciences  
Faculty of Science

Position Number	634424
Campus	Wagga Wagga
Classification	Senior Executive Remuneration Level 4
Delegation	This position has delegated authority to Band 6.
Nature of Employment	Fixed Term (five years)
Employee Contribution to Superannuation	7% (flexible contribution options available)
Date Last Reviewed	April 2018

### 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.

## Faculty of Science – School of Animal and Veterinary Sciences

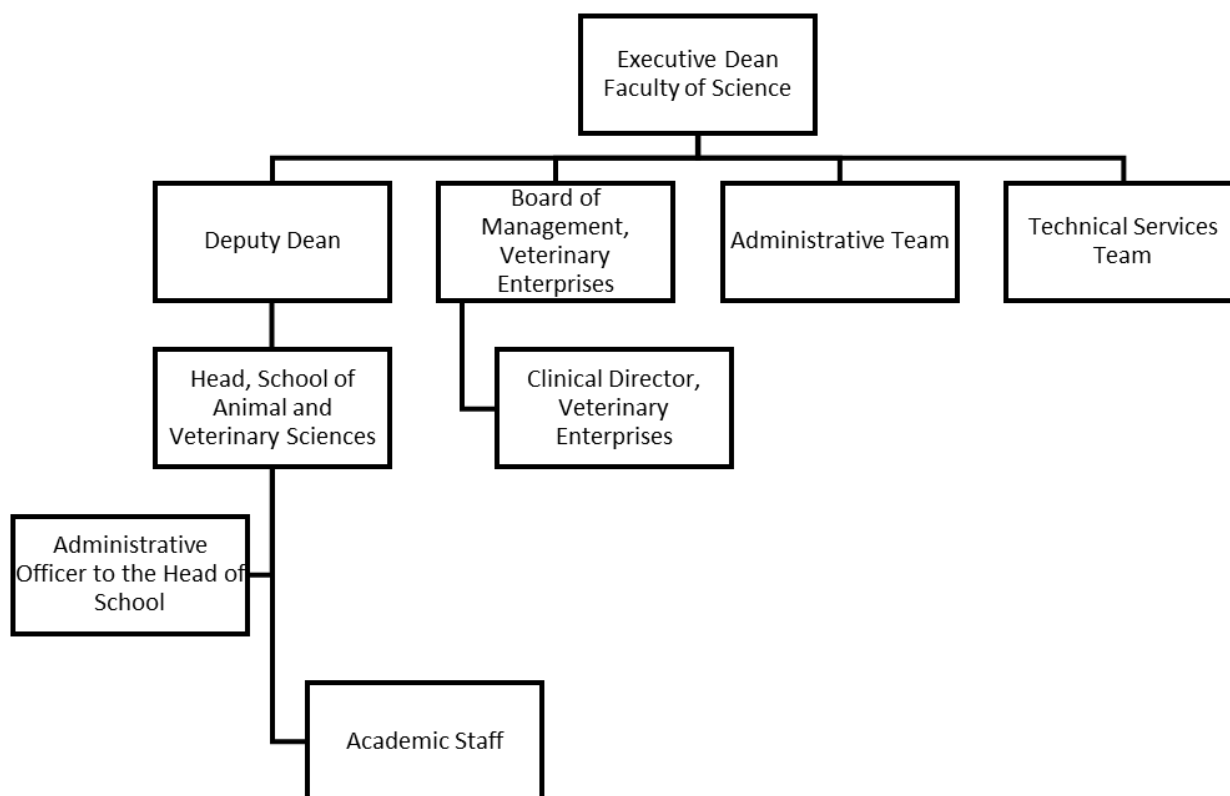
The Faculty of Science has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. The Faculty delivers flexible and innovative teaching programs designed to produce job-ready graduates for a diverse range of professions. As a leader in strategic and applied research, the Faculty aims to enhance and extend scientific knowledge, train and educate future researchers as well as provide scientific solutions to current regional, national and global challenges. The staff and students of the Faculty achieve their educational and research goals through ethical practice, professional collaboration, industry involvement and a commitment to continual improvement.

The School of Animal and Veterinary Sciences provides courses in Animal Science, Equine Science, Veterinary Technology and Veterinary Science. The School has substantial infrastructure of a high standard for student training, including a Veterinary Clinical Centre and Equine Centre, Veterinary Diagnostic Laboratory, and a Small Animal Clinic as well as modern laboratories and animal facilities. The School has a significant research profile reflected in increasing numbers of undergraduate honours and higher research degree students. Relevant research strengths are in toxicology, welfare physiology, wildlife disease, animal models of human conditions, clinical science and animal production.

Our graduates have a strong commitment to animal and public health, regional and rural communities, animal industries and animal production, welfare and research.

Further information on the Faculty of Science may be found here - <http://science.csu.edu.au/>

### Organisational Chart



This position reports to: Executive Dean

This position supervises: Associate Head of School

Academic Staff

Administrative Officer

## Key Working Relationships

- Associate Deans
- Course Directors
- Faculty Administration Teams
- Industry stakeholders
- Division of Student Administration
- Office for Students
- Director, Learning Academy
- Other professional support services

## 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.

## Principal Responsibilities as Head of School

### Principal Responsibilities

- 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 ensuing 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

1. Able to sit or stand for extended periods of time to perform reading, writing and computing related activities including keyboard and mouse operations;
2. Able to undertake international and domestic travel;
3. On occasion travel in or 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/view.current.php?id=00176>  
<https://policy.csu.edu.au/view.current.php?id=00184>.

## Selection Criteria

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

### Essential

1. Evidence of current registration or eligibility for registration in NSW with the Veterinary Practitioners Board as a practicing veterinarian.
2. A doctorate in a cognate discipline relevant to the School, or equivalent professional practice and standing, or evidence of equivalent reputation and standing.
3. Demonstrated capacity to lead the development of teaching and scholarly activity include a capacity to manage the delivery of a suite of undergraduate and postgraduate courses.
4. Demonstrated capacity to lead the development of a significant research profile in line with an overarching narrative and strategic direction.
5. Recognition as a leading authority in a veterinary or related discipline including demonstrated leadership and service to the profession
6. Comprehensive knowledge of contemporary issues in science education (with a particular focus on veterinary and animal science education).
7. Comprehensive knowledge of the tertiary education sector, including the political and policy landscape, University governance, academic and administrative processes, equity principles and sustainability.
8. Ability to develop and implement effective governance frameworks for compliance with legislation, regulation and policy and the effective use of resources.
9. Demonstrated leadership skills including the ability to build effective teams and hold the confidence of a large and diverse group of staff through periods of change.
10. Ability to provide direction to a large and diverse organisational unit consistent with overarching plans and policies; and manage and develop the finances, resources and infrastructure of a significant organisational unit.
11. Demonstrated ability to develop and manage effective liaison with a variety of external organisations (including professional bodies) to build cooperative working relationships and partnerships that deliver tangible benefit.
12. Sound knowledge of equal employment opportunity and equity principles, as well as workplace health safety principles with demonstrated ability to integrate and implement these principles at both the strategic and operational levels.

**Further information is available from**

Professor Glenn Edwards  
Acting Executive Dean, Faculty of Science  
Phone: 02 6933 2510  
Email: [DeanOfScience@csu.edu.au](mailto:DeanOfScience@csu.edu.au)

## **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/](http://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 Occupational 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](#)