



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

Appointment of

Head of School, School of Social Sciences

Information for candidates





Thank you for your
interest in the
position of Head of
School, School of
Social Sciences at
The University of
Western Australia.

Welcome

Thank you for your interest in the position of Head of School, School of Social Sciences at The University of Western Australia (UWA).

It's an exciting opportunity to work with an institution at the most exciting and dynamic time in its history. With the University's vision for the next decade recently launched, UWA 2030 identifies the best ways to build on our strong reputation for excellence in teaching, learning and research. UWA is set to become an energetic centre for innovation, inspiring future students, staff and stakeholders alike to make a global impact.

Joining UWA will put you at the forefront of excellence, where you can challenge convention and make the most of unlimited possibilities. It's not just one of the top 100 universities in the world, it's an environment in which you can make a real difference – and encourage others to do the same.

We offer access to an exceptional support network committed to creating change, from membership in the Group of Eight – a coalition of leading Australian universities – to colleagues who are academic leaders in the broadest sense, having established international reputations as outstanding teachers and researchers.

We look forward to hearing from like-minded candidates.

D Freshwater

Professor Dawn Freshwater
Vice-Chancellor



The University of Western Australia

At UWA, you can work alongside dynamic and forward-thinking colleagues who, like you, are determined to challenge convention and drive innovation.

The University is in the top 100 universities in the world and is one of Australia's most respected research institutions. We operate more than 130 research and training centres, and enjoy a broad range of successful industry partnerships. The strength of our research culture means we attract high levels of competitive funding, and receive roughly 80 per cent of all research funding to Western Australian universities each year.

UWA is 91st in the 2019 QS World University Rankings, climbing seven places in the last three years, and has maintained a perfect score of 100 in the International Faculty ratio (measuring the number of international staff per 100 faculty members). The Academic Ranking of World Universities 2018 places us 93rd, while the Times Higher Education (THE) World University Rankings rates us 134th globally. In the Good Universities Guide 2019 we gained a five-star rating in Student Retention, and maintained our five-star rating for Student-teacher Ratio and Student Demand.

At UWA, we help people make the most of the possibilities presented to them. We are a community driven by a desire to make the most of our collective potential and to contribute to the world's advancement. Join us and pursue your ambitions.

uwa.edu.au





Vision

Creating the next generation of global leaders through experience-rich education and world-leading, trustworthy research.



Mission

To provide world-class education, research and community engagement for the advancement of the prosperity and welfare of our communities.

University governance and management

The University is governed by the Senate, comprising up to 17 members from a range of backgrounds including community, staff, students and graduates.

Chaired by the Chancellor, the Hon. Robert French, the key roles of the Senate are:

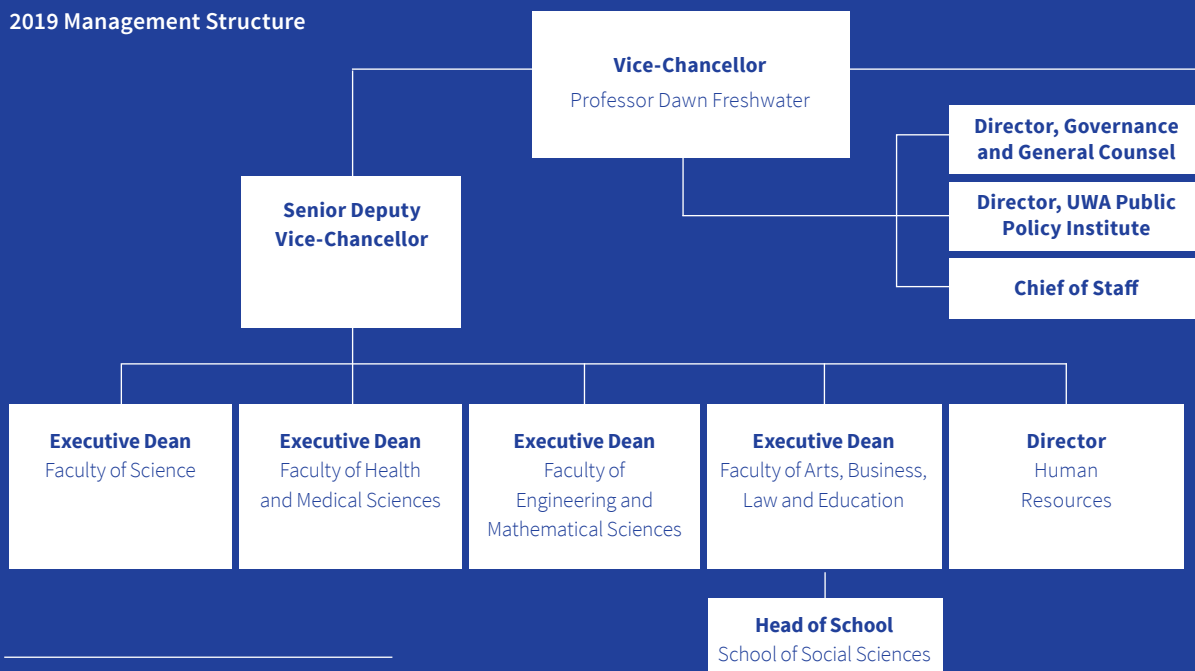
- providing a broad overview of strategic directions in the University
- overseeing corporate governance
- performance monitoring
- taking legislative responsibility
- supporting, guiding and monitoring the performance of the Vice-Chancellor

Key stats

Student enrolments 2018	23,765
Total staff (FTE) 2018	3,306
Research publications 2018	4,563



2019 Management Structure



Key institutional networks

Group of Eight

The Group of Eight is a coalition of leading Australian universities that advocate intensive research and comprehensive general and professional education.

go8.edu.au

Matariki Network of Universities

This international group of seven universities across seven nations focuses on strong links between research and undergraduate teaching, promoting international best practice in research and education.

matarikinetwerk.org

Worldwide Universities Network

The major issues facing our planet are so great that no single institution or organisation can address them alone. The WUN brings together world-leading academic partners to address these global challenges.

wun.ac.uk

Australia Africa Universities Network

The Australia Africa Universities Network (AAUN) is a group of leading universities in Australia and Africa, connecting researchers and academics through institutional partnerships in order to address challenges facing both continents.

aaun.edu.au



**Deputy
Vice-Chancellor**
Research

**Deputy
Vice-Chancellor**
Global Partnerships

**Deputy
Vice-Chancellor**
Education

Executive Director
Corporate Services

Pro Vice-Chancellor
Indigenous Education



Faculty of Arts, Business, Law and Education

The Faculty of Arts, Business, Law and Education (ABLE) brings together disciplines aiming to understand and enhance human societies, cultures and institutions. The Faculty involves world-leading expertise across a number of fields of academic scholarship, including business, design, education, humanities, law, music and social sciences.

It comprises seven schools that provide for disciplinary coherence and capitalise on emerging and existing cross-disciplinary opportunities in teaching, research and external engagement.

www.able.uwa.edu.au

The School of Social Sciences

The School of Social Sciences comprises a diverse range of disciplines, including Anthropology and Sociology, Archaeology, Asian Studies, Linguistics, Media and Communication, and Political Science and International Relations. It has a reputation for teaching excellence at both undergraduate and postgraduate level. The School offers 10 undergraduate majors in the Bachelor of Arts, and a growing number of Masters, by coursework programs in areas such as International Relations, Heritage Studies, Public Policy and Strategic Communication.

The School has a vibrant research culture and hosts a number of research centres and clusters. These include the Centre for Rock Art Research and Management, the Centre for Muslim States and Societies, the Centre for Forensic Anthropology, and the Migration, Mobilities and Belonging Research Cluster. The School is also closely linked to the UWA Public Policy Institute, the African Research and Engagement Centre, the US Asia Centre and the Berndt Museum of Anthropology. There is also a close engagement with community, industry and government, particularly in the areas of heritage management, migration studies, public policy and international affairs.

www.socialsciences.uwa.edu.au

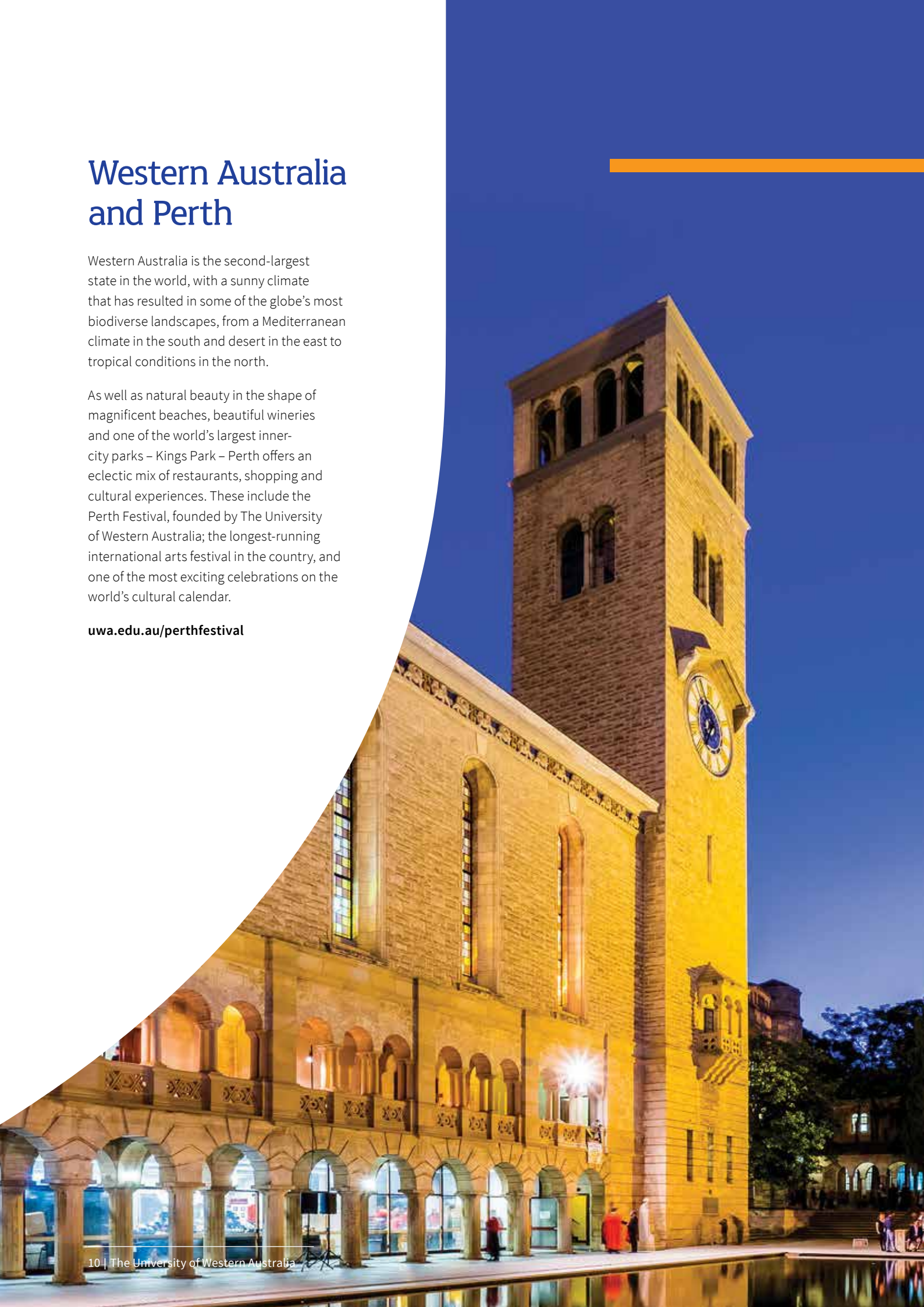


Western Australia and Perth

Western Australia is the second-largest state in the world, with a sunny climate that has resulted in some of the globe's most biodiverse landscapes, from a Mediterranean climate in the south and desert in the east to tropical conditions in the north.

As well as natural beauty in the shape of magnificent beaches, beautiful wineries and one of the world's largest inner-city parks – Kings Park – Perth offers an eclectic mix of restaurants, shopping and cultural experiences. These include the Perth Festival, founded by The University of Western Australia; the longest-running international arts festival in the country, and one of the most exciting celebrations on the world's cultural calendar.

uwa.edu.au/perthfestival



Role, key responsibilities and selection criteria

Role

The position of Head of School for the School of Social Science is an opportunity for an outstanding academic to provide leadership and implementation of the School's academic strategy and objectives.

Reporting to the Executive Dean of the Faculty of Arts, Business, Law and Education, you will play a key role in the Faculty Executive team, promoting co-ordinated strategic academic development.





Key responsibilities

Academic development

- Provide direction and leadership for the academic development of the School; contribute to development of the Faculty Strategic Planning and implementation of University and Faculty strategy
- Develop, implement and monitor annual and medium-term goals for the sustainable academic development of the School, together with programs and initiatives to meet Faculty objectives
- Ensure the implementation of effective and efficient management policies and procedures – in line with those of the University and Faculty – to control, assure and enhance the quality of the education and overall student experience received by undergraduate and postgraduate students
- Working with the School management team, provide clear vision and leadership to guide the School's activities
- Promote internationally competitive research in the School and ensure the implementation of effective policies and procedures for research and its management, and the identification, protection and exploitation of intellectual property, in line with University and Faculty policies and procedures
- Understand and influence the external environment in which the School operates, promote the School and its activities regionally, nationally and internationally, develop and promote appropriate external partnerships and alliances, and generate external income
- Ensure that the School's strategic and academic direction and priorities are determined in a collegial and consultative way that involves all academic staff
- Facilitate and promote the development of interdisciplinary academic activity
- Establish and foster effective engagement with the professions and external accreditation bodies

- Accreditation of programs will be the joint responsibility of the Executive Dean, Head of School and Associate Dean (Teaching and Learning), and the HoS oversees and coordinates all matters relating to accreditation of the School and/or its courses
- Forge and maintain external relations essential to the School's activities, promoting the University to external bodies and organisations
- Establish and foster effective engagement with the professions and external accreditation bodies

Faculty development

- Be a member of the Faculty Executive team, assist the Executive Dean with the general management of the Faculty, and contribute directly to wider leadership within the University
- Participate actively in the development and implementation of Faculty planning activities and policy making
- Together with the Associate Dean (Community and Engagement), engage with alumni and participate in community outreach activities

Staff

- Oversee the effective management of academic staff of the School, including development, promotion, recruitment, induction, performance, engagement and consultancy
- Work in accordance with the University's values, policies, delegations, financial regulations and other procedures, promoting academic excellence
- Implement the Faculty workload model to allocate duties to promote equitable loads amongst staff
- Together with the Head of Service Delivery Centre, establish effective health and safety management in the School, ensuring staff comply with legislated and University health and safety requirements

- Ensure that the School works in accordance with the objectives of the People, Potential, Performance framework within the School, demonstrating the standards and ensuring appropriate training is identified and undertaken by all leaders and managers
- Implement policies and procedures for the initial and continuing professional development of the staff of the School
- Ensure the University's Staff Appraisal Process (SAP) is fully implemented and monitored with appropriate follow-up action

Selection criteria

- A PhD or equivalent in a related field
- An internationally recognised track record through original, innovative and distinguished research and/or industry impact, including significant high-quality publication outputs and evidence of significant achievement in securing research funding
- A commitment to high-quality supervision of higher-degree-by-research students
- Evidence of a commitment to high-quality teaching and a commitment to continuous improvement and enhancing the student experience
- Experience in the development of high-quality curricula that ensures a high-quality student experience
- Highly developed leadership and management skills, including capacity to achieve operational and strategic objectives in a dynamic environment
- Extensive experience in successfully developing and leading staff to implement a strategic vision and business plan that supports Faculty and University strategy
- Demonstrated capacity to shape organisational culture, building a high-performing team and a collegial environment within and beyond the School
- Experience in building international partnerships and internationalising the student body
- Demonstrated leadership within the relevant discipline(s) nationally and internationally
- Outstanding interpersonal and communication skills, including a commitment to the principles of equity and diversity

Conditions of employment

An attractive and flexibly constructed remuneration package will be negotiated and will include:

- Employer contribution to superannuation of 17 per cent (standard employee contribution is seven per cent)
- Eligibility for sabbatical leave
- Generous leave provisions and salary packaging
- Relocation assistance including airfares for the appointee and dependents (if applicable)

Applications

Thank you for your interest. If you wish to proceed, the following information will assist you with your application.

Your application must include the following:

- A statement that clearly demonstrates the extent to which you satisfy each of the selection criteria
- Evidence of the impact of your work beyond academia, such as through contributions made to the economy, society, culture, public policy or services, health, the environment or quality of life
- A curriculum vitae that provides your personal details, qualifications and work history
- A list of publications
- The names, email, mailing addresses and telephone contact details of three referees who can be contacted for a confidential report

Your permission will be sought before referees are contacted.

The University of Western Australia provides visa sponsorship for international appointees.

Lodging your application

Applications must be submitted online at: jobs.uwa.edu.au/executive

Closing date for application is Friday, 19 July 2019

If you would like to discuss the position in confidence, contact:

Professor Matthew Tonts
Executive Dean
Faculty of Arts, Business, Law and Education
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Email: matthew.tonts@uwa.edu.au



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Crawley WA 6009