

## POSITION INFORMATION

<b>Position Title</b>	Head of Discipline, Social Work		
<b>Faculty</b>	Health Sciences		
<b>School</b>	Allied Health		
<b>Nominated Supervisor</b>	Prof Suzanne Kuys	<b>Campus/Location</b>	tbc
<b>Academic Level</b>	Level E	<b>Academic Career Pathway</b>	#Teaching and Research Teaching-focussed Research-focussed Research Only Academic Leadership/Service#
<b>CDF Achievement Level</b>	2 Management	<b>Work Area Position Code</b>	#HR to assign
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	June 2020

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)

- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## ABOUT THE FACULTY OF HEALTH SCIENCES

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The Faculty of Health Sciences offers courses in biomedical science, clinical education, clinical exercise physiology, exercise and cancer, exercise science, health administration, healthcare simulation education, high performance sport, mental health, midwifery, nursing, nutrition science, occupational therapy, paramedicine, physiotherapy, psychology, public health, rehabilitation, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Schools are:

- School of Nursing, Midwifery and Paramedicine
- School of Allied Health
- School of Behavioural and Health Sciences

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at: [http://www.acu.edu.au/about\\_acu/faculties\\_institutes\\_and\\_centres](http://www.acu.edu.au/about_acu/faculties_institutes_and_centres)

## ABOUT THE SCHOOL OF ALLIED HEALTH

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The National School of Allied Health is responsible for delivery of programs in four disciplines, on six of the University's campuses: Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield:

- Occupational Therapy
- Physiotherapy / Rehabilitation
- Social Work / Human Services
- Speech Pathology

## POSITION PURPOSE

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The role of Head of Discipline of Social Work is to provide leadership and make outstanding and original contributions to research, scholarship and teaching in this discipline, as well as enhance the student experience and life. The incumbent will make an outstanding contribution to the governance and collegial life inside and outside the University and build relationships with external organisations and communities.

The primary role of this position is to provide leadership and to make significant contributions to the development, implementation and accreditation of the national curricula for Social Work. This role will be filled by a senior academic who

has and will continue to make original and innovative contributions to the advancement of scholarship, research and teaching in the discipline of Social Work.

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2020-2023
- Catholic Identity and Mission
- ACU Teaching Criteria and Standards Framework
- Research Quality Standards
- Academic Performance Matrices and Evidence Framework
- ACU Capability Development Framework
- Minimum Standards for Academic Levels (MSALs)
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching, Curriculum Development and Scholarship of Teaching
- Research
- Academic leadership/service.

### Key responsibilities

Broad area of academic activity	Key responsibilities specific to this position	Relevant Core Competencies ( <u>Capability Development Framework</u> )
<b>Academic Leadership and Service</b>	<ul style="list-style-type: none"> <li>• Provide academic leadership of the Discipline and within the School and Faculty, reporting to and working with the National Head of School to ensure a cohesive approach within the Discipline and School.</li> <li>• Undertake Social Work-based representation and leadership through responsiveness to, and with, relevant industry, government and non-government organisations, accreditation and/or registration bodies, and relevant committees.</li> <li>• Provide professional supervision of the Social Work staff of the School in conjunction with the campus-based Deputy/Assistant Deputy Head of School or National Head of School. This will include building leadership and performance capability and administrative and management expertise within the academic staff of the Discipline.</li> <li>• Develop and implement strategies for a well-managed and sustainable Discipline through appropriate course offerings, staff profile, productivity and satisfaction, fostering a dynamic, service-oriented and enterprising culture within the Discipline, and strong local, national and international external relations.</li> <li>• Administer the courses of the Faculty locally, including admission, instruction and assessment of students, and the transmission of results to administration, manage student appeals and academic honesty.</li> <li>• Engender commitment to the Catholic intellectual tradition through a strong focus on social justice and the common good in the activities of the Discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Adapt to and lead change</li> <li>• Deliver stakeholder centric service</li> <li>• Collaborate effectively</li> <li>• Know ACU work processes and systems</li> <li>• Make informed decisions</li> </ul>

Broad area of academic activity	Key responsibilities specific to this position	Relevant Core Competencies ( <a href="#">Capability Development Framework</a> )
Teaching, curriculum development and scholarship of teaching	<ul style="list-style-type: none"> <li>• Provide leadership of the Social Work profession's courses and programs including ongoing development and review of courses, achievement and maintenance of course accreditation and quality assurance in collaboration with campus-based course coordinators.</li> <li>• Ensure Social Work cross campus collaboration in curriculum development, teaching, learning and assessment.</li> <li>• In collaboration with the School of Allied Health leadership group and Associate Dean (Learning and Teaching) develop initiatives to continuously improve the provision of a high quality student learning experience and ensure that the Discipline's programs meet students' and employers' expectations about content and quality, and are well regarded by academic peers;</li> <li>• Deliver high quality teaching and learning in appropriate areas of the curricula;</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible and accountable for achieving excellence</li> <li>• Coach and develop</li> <li>• Collaborate effectively</li> </ul>
Research	<ul style="list-style-type: none"> <li>• In collaboration with the School of Allied Health leadership group and the Associate Dean (Research) develop an active research and research training environment to continuously improve in the key result areas of research focus, culture and infrastructure, productivity, research training, and intellectual engagement.</li> <li>• Conduct research in Social Work which is nationally competitive and of value to the Faculty and the University.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate effectively</li> <li>• Communicate with impact</li> <li>• Coach and develop</li> <li>• Know ACU work processes and systems</li> </ul>

## QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the evidence and performance standards for the relevant Academic Level and Academic Career Pathway and Academic Level drawn from the [Academic Performance Matrices and Evidence Framework](#) and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

In recruiting and selecting a candidate for the position, a subset of the qualifications and capability will form the Selection Criteria, **to a maximum of 10.**

Qualifications and Capability		Selection Criteria?
<b>Qualifications and other credentials</b>		
1.	A doctoral qualification in social work or equivalent, as well as eligibility for membership to the Australian Association of Social Workers (AASW). It is desirable that applicants have experience in social work practice.	Yes
<b>Teaching, curriculum development and scholarship of teaching</b>		
2.	A significant academic teaching profile in a relevant area in Social Work, with evidence of design, delivery and evaluation of innovative and quality learning environments.	Yes
3.	The ability to manage a range of educational and administrative processes including planning, marketing, and continuous quality improvement of programs and courses.	Yes
<b>Research</b>		
4.	An established national and international academic research profile in a relevant area in Social Work, including a strong relevant publication record, success in competitive grants, and dissemination in high impact quality journals.	Yes
5.	Demonstrated quality research leadership, including quality supervision of candidates for Higher Degrees by Research, effective mentoring to develop the research capability and capacity of individual and teams of Mid- and Early-Career Researchers; substantial leadership contributions that strengthen the University's research capacity, capability and culture; and a consistent record of service on nationally recognised grant assessment panels.	Yes
<b>Academic leadership/service</b>		
6.	Demonstrated ability to provide academic leadership in teaching and learning, research, professional activities and internationalisation including the ability to think and act strategically, particularly in planning and decision making.	Yes
7.	Strong interpersonal ability and communication skills to achieve mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University including: -Strong relationship management experience including negotiation and liaison skills with a range of people at different levels; -Ability to work with others to achieve outcomes and continual improvement, including the ability to lead and implement change, and to lead and motivate staff.	Yes
<b>Core Competencies</b>		
1.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	Yes
2.	Demonstrated ability to coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.	Yes

Qualifications and Capability		Selection Criteria?
Other attributes		
3.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.	Yes