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## POSITION DESCRIPTION

# Head of School of Health Sciences

Position Level	Level D/E
Faculty/Division	Medicine
Position Number	00087403
Original document creation	June 2022

### Position Summary

The School of Health Sciences is a teaching-focussed School and has a portfolio of new educational programs within the fields of allied health sciences focussed on exercise physiology and will in the future extend to include nutrition and dietetics, pharmacy and physiotherapy.

The Head of the School (HoS) is a senior academic leadership role within UNSW Medicine with overall responsibility for the strategic and operational leadership of the School of Health Sciences. The HoS supports the Faculty's Dean through the provision of creative leadership in the development and implementation of innovative teaching and learning offerings and research programs within the School and across the faculty, the effective alignment and integration of the School's teaching and research across the broader faculty and its partners and the effective management of teaching and research quality and impact within the School aligned to the Faculty's Health 25 Strategy and UNSW strategic objectives

The School operates within the Faculty and is the critical work unit responsible for delivery of academic priorities of the University and in interactions with students, alumni, industry, government, professional bodies and the community.

Within this complex operating model, the Head of School provides leadership to a group of academic and professional staff who assist in carrying out the work of the School.

The Head of School reports directly to the Faculty Dean (or the Dean's delegate) to shape and realise the strategic priorities and performance of the university. The Head of School has the Deputy Head of School, Director of Teaching and School Executive (including the School Manager) as direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Develop and implement a strategic plan for the School which plays to the strengths, priorities, academic environment and strategic needs of UNSW Medicine, its stakeholders and local communities.
- Work in partnership with Institutes and Centres within UNSW to determine the strategic direction of the School, including new appointments, other academic opportunities, joint investment in research and teaching infrastructure and the development of common systems, policies and procedures.
- Drive the academic performance of the School in meeting the University's objectives, specifically through:
  - Providing a highly valued student experience by fostering a culture of innovation and excellence in teaching aligned to performance indicators including peer reviewing teaching
  - Attracting and retaining high-calibre students at undergraduate and postgraduate levels, including higher degree research students
  - Enhancing the research profile of the School by improving the quality, quantity and impact of research outputs using traditional academic deliverables
  - Developing new programs to address industry needs and opportunities for our graduates
  - Growing the international presence and reputation of the School
  - Contribute to the further development of curricular and academic initiatives within the Faculty to ensure the School develops in alignment with UNSW Medicine's Health 25 strategy and UNSW's 2025+ strategy
- Enhance the research profile of the School by improving the quality and quantity of research output and cross-collaboration with other Schools, Faculties and partner organisations.
- Recruit and retain academic staff that excel in teaching and research and who align closely with the goals of the UNSW Medicine's Health 25 Strategy and the emerging program offerings within the School.
- Oversee the Faculty's Lifestyle Clinic, including its operations and finances, as well the professional and technical staff in the Clinic.
- Maintain a high-quality working arrangement with the accrediting bodies involved in the prosecution of the School's accredited Health Science programs.
- Implement quality assurance and improvement procedures to enhance all aspects of the School's activities.
- Work with the School Manager to ensure that the School is effectively administered by optimising the allocation of resources, operating within budget and meeting relevant legislative and compliance obligations.
- Establish and maintain excellent relationships with external stakeholders such as Local Health Districts, Government, donors, alumni and potential students to ensure the interests of UNSW Medicine and the School are effectively promoted and achieved.
- Participate in Faculty, UNSW or external committees or boards as required.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## **Skills and Experience**

### ***Essential***

- A PhD in a relevant discipline area and an outstanding teaching and/or research record as evidenced by student satisfaction and/or publications in top tier journals, their impact and connection to independent.
- A record of outstanding achievement in a leadership role in a professional, Allied Health Medical Research or University setting.
- A distinguished record of academic excellence in allied health sciences, with an outstanding contribution to teaching and/or research at both an undergraduate and postgraduate level.
- An ambitious outlook for an emerging School and a proven ability to implement and steer large School-based initiatives in line with the Faculty's Health 25 Strategy.
- A growth mindset, focusing on ambitious development plans, fostering staff capabilities and a collaborative culture embedded in inspiration.
- An entrepreneurial style, a tolerance for ambiguity, and a passion for the missions of education, research, community engagement and the healthcare system
- Energy, diplomacy with strong skills in analysis and change management. Proven ability to mentor and motivate diverse teams to achieve a high-performance culture, develop future leaders and manage under-performance
- Successful interaction with relevant professional organisations and/or evidence of involvement in broader health system management.
- Demonstrated capacity for leading change in the delivery of education, conduct of research, and the health system at clinical, research or education level.
- A track record of innovation in education and development of new programs
- Excellent oral and written communication skills.
- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

### ***Desirable***

- A proven ability to attract research and/or philanthropic funding
- Successful interaction with relevant professional organisations and/or evidence of leadership in broader health system management
- A track record of innovation in education and development of new programs

#### **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.