## Position Summary

At UNSW Faculty of Arts, Design & Architecture we use creativity, collaboration & inclusion to seek and solve problems to improve life on Earth. Our Faculty’s defining purpose is driven by a desire to listen, challenge and create and share knowledge about people, places and culture. We pride ourselves on delivering world class teaching and continue to generate research with real social impact and genuine community engagement.

UNSW School of Humanities & Languages champions a unique and creative interdisciplinary approach to teaching and research which sees our staff and students empowered to develop scholarly output that challenges existing knowledge. The School is ranked in the top 5 Universities in Australia for Arts & Humanities programs, and is also a top ranked School for Research Impact. Our academic staff are distinguished international scholars and leaders in their field who are dedicated to their students and projects alike.

Through fostering collaboration across the humanities and social sciences, along with law, science, and art and design, the School boasts a rich and diverse opportunity for cross-disciplinary study and research. The School’s internationally renowned strengths include history, linguistics, philosophy, languages & cultures, environment & society, and Area Studies including Asian and Gender Studies.

The Head of School sits within the Faculty and University leadership teams and plays a key role in the integration of the UNSW ADA 2051 Foundational strategy, including academic excellence, social engagement & global impact within the School. The Head of School will manage the strategic direction and overall research performance, student education experience and community engagement of the School.

The role of Head of School reports to the Faculty Dean (or the Dean’s delegate). The academic staff of the Faculty report to the Head of School who is supported by the School leadership team – including the School Manager, Deputy Heads of School, Discipline Convenors and Program Directors, and Academic Governance Committees.

## Accountabilities

The key accountability for the Head of School is to lead and manage the strategic direction and overall research performance, student education experience and community engagement of the School, Faculty and University.

Specific accountabilities for this role include:

Leadership Responsibilities

* Develop and implement a strategic vision for the School and that is aligned to the Faculty and University Strategy and engage staff within the School to realise that vision.
* Establish and maintain a collegial, supportive and productive culture within the School and foster the schools connectivity across the Faculty.
* Drive the overall academic performance of the School in meeting the Faculty and University’s objectives, specifically through:
* Providing a valuable student & staff education experience by fostering a culture of innovation and excellence in teaching that is aligned to performance indicators such as myExperience and QILT data.
* Implementing strategies to attract high calibre students at the undergraduate and postgraduate level (including higher degree research students) consistent with the University’s target student numbers.
* Enhancing the research profile of the School by improving the quality and quantity of research output including the proportion of research active staff, the quantity and size of research grants, the number and quality of publications and appropriate measures of impact such as citations and UNSW research benchmarks.
* Developing new programs and courses in collaboration with school academic staff and coordinated with the Faculty in order to continually meet industry requirements for Australian graduates.
* Grow the international presence and reputation of the School and Faculty.
* Attract, support and retain staff of the highest quality to enable staff success, the strategic vision of the School and Faculty to be achieved.
* Build the capability of staff within the School through effective talent management and succession planning strategies supported by regular communication, quality performance conversations, coaching and addressing barriers to high performance and promotion.
* Build and sustain excellent relationships with external stakeholders such as potential students and high schools, potential employers of students, donors, alumni, the community, business, and government to ensure the interests of the School and Faculty are effectively promoted and advanced.
* Ensure that the School is effectively and efficiently administered including optimising the allocation of resources, operating within budget and meeting relevant legislative and compliance obligations and Faculty financial requirements.
* Implement the UNSW Health and safety management system within your area of responsibility.

Strategic Planning

* Assist the Dean and Faculty in developing strategy and direction for the School in order to meet agreed objectives.
* Lead the Program Directors and assist the Associate Dean (Education) in the enrolment planning process.
* Provide high level leadership and management to the Program Directors on the School’s budget and resource needs.

Academic Staff

* Be responsible for, under the direction of the Dean, recruitment, employment and career development strategies (in compliance with the UNSW Enterprise Agreements), workload allocation, early career support, performance review and management, and promotion.
* Delegated responsibility from the Dean for management of the School academic staff headcount and EFTSL distribution to the workforce.

Operational Matters

* Manage the implementation of WH&S policies and UNSW Work Health Safety management system across the School and representation of the School on its WH&S Committee.
* In consultation with the Faculty Executive Director, provide high level advice and management support to the Program Directors in relation to the allocation of space and development of facilities required by staff of the Faculty.
* Chair or participate in School and/or Faculty, UNSW or external committees as required.
* Perform other duties and roles as determined through consultation with the Dean.
* Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

The Head of School and the Faculty Dean (or the Dean's delegate) will agree on specific performance targets annually as part of the UNSW Senior Staff Performance Review, including targets relating to leadership responsibilities and expectations in relation to the Head of School’s own research and/or teaching (if applicable).

Skills and Experience

* A respected academic, in an appropriate discipline with an understanding and appreciation of the values and roles of a major university operating in an international context.
* The energy and resilience needed to deal with the challenges and opportunities offered by an ambitious university.
* A breadth of academic vision and intellectual enthusiasm that encompasses specifically the range of disciplines within the School and broadly across the Faculty.
* Capacity to articulate a strategic vision for the School and the ability to lead and manage change to achieve the vision and as appropriate coordinate that vision across the Faculty.
* A strong, proactive and energetic leader who can motivate high performance from diverse groups of people across the School.
* Outstanding communication and interpersonal skills including the ability to encourage staff to achieve their best and to have difficult conversations with under-performing staff where necessary.
* The representational skills to effectively take the School forward in a variety of internal and external forums and to coordinate such developments with the Faculty.
* The ability to manage budgets effectively and according to the School and Faculty strategic priorities.
* A commitment to the guiding principles and objectives set out in the UNSW Strategic intent and the ability to articulate these principles and objectives in a variety of settings.
* A strong sense of equity, fairness and ethics to ensure a safe, diverse and respectful working environment which supports high performance and the development of staff.
* Ability to implement and lead by example equal opportunity and diversity policies and programs.
* Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

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.

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